

**ACCREDITATION SCHEME
FOR
FOREST CLEARANCE CONSULTANTS ORGANIZATION**

QUALITY COUNCIL OF INDIA (QCI)

National Accreditation Board for Education & Training

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Abbreviations	
AC	Accreditation Committee
ACO	Accredited Consultant Organization
AICTE	All India Council for Technical Education
AO	Applicant Organization
ASSOCHAM	Associated Chambers of Commerce and Industry
B. Sc	Bachelor of Science
B. Tech	Bachelor of Technology
CA	Co-Assessor
CAD	Computer-Aided Design
CAE	Computer-aided engineering
CEO	Chief Executive Officer
CII	Confederation of Indian Industry
CPSE	Central Public Sector Enterprises
CSIR	Council of Scientific and Industrial Research
CV	Curriculum vitae
DPR	Detailed Project Report
DRILL	Drilling
DTH	Down-the-Hole
ECS	Electronic Clearing System
Emp	Empanelled
FAE	Functional Area Expert
FCCO	Forest Clearance Consultants Organization
FICCI	Federation of Indian Chambers of Commerce and Industry
GEO	Geology
GIS	Geographic Information System

GST	Goods and Services Tax
HW	Hardware
HW	Hardware
IA	Initial Accreditation
IH	In-house
IIT	Indian Institute of Technology
ISO	International Organization for Standardization
ISP	Indian Standards Procedure
M.Tech	Master of Technology
MoU	Memorandum of Understanding
MSc	Master of Science
NABCB	National Accreditation Board for Certification Bodies
NABET	National Accreditation Board for Education and Training
NABH	National Accreditation Board for Hospitals & Healthcare Providers
NABL	National Accreditation Board for Testing and Calibration Laboratories
NC	Non-Conformances
NGO	Non-Governmental Organization
NOC	No Objection Certificate
Obs	Observations
PA	Principal Assessor
PC	Project Coordinator
QA	Quality assurance
QCI	Quality Council of India
QMS	Quality Management System
RA	Re-accreditation
RS	Remote Sensing
SA	Surveillance Assessment
SOP	Standard Operating Procedure
SUR	Surveying

SW	Software
TAE	Technical Area Expert
TC	Technical committee
TDS	Tax Deduction at Source
TM	Team Members
TOR	Terms of Reference
UGC	University Grants Commission

1.0 AN OUTLINE OF THE SCHEME

1.1 BACKGROUND

QCI – NABET has developed the Accreditation Scheme for Forest Clearance Consultant Organization intending to take up the work for Forest Clearance. The QCI – NABET shall grant accreditation to Forest Clearance Consultants Organization for undertaking Forest Clearance and preparation of Quality Report in accordance with the rules/ guidelines prescribed/ specified by the Ministry of Environment, Forest and Climate Change (MoEF&CC) under Forest (Conservation) Act, 1980. The Scheme is designed according to 28th March, 2019 guidelines of MoFCC.

Considering the technical complexities and challenges involved in getting forest clearance from competent authority of Government of India, which involves Forest department and Revenue departments of the State Government apart from concerned user agency, it is felt that to have a list of interested entities who possess adequate skills and experience in processes and procedures involved in forest clearance process under the law. It is expected that the involvement of specialized consultant will reduce the delay in execution of developmental projects by the user agencies. The panel of experienced consultants which will enable the user agencies to take their services for getting forest clearance. Therefore, it is desirable that the accredited interested entities (registered firms/ partnership firms/society) must have to understand the procedural formalities and inter departmental coordination to get approval of various departments.

NABET-QCI shall grant accreditation to an organization who possess adequate competence and experience in processes and procedures involved in forest clearance under the law for assisting the user agencies (organizations / individuals) in getting the Forest Clearance. It is expected that the involvement of accredited consultant organization will reduce the delay in execution of developmental projects by the user agencies.

1.2 NEED OF THE SCHEME

It has been observed that for the Forest Clearance Approvals the users find it difficult in compilation of documents for diverting forest area to non-forestry use under the provisions of forest (Conservation) Act 1980 (FCA 1980). Due to the reason users face long delays in obtaining the clearances for the genuine needs of the state leading to loss of productive time.

In view of above, there is requirement of verified Organizations to fast track the Forest Clearance activities in the country. Keeping above in view, QCI-NABET is proposing a credible '*Scheme of Accreditation for Forest Clearance Consultants Organization*' specifying the requirements to become Forest Clearance Consultants to help and augment this activity.

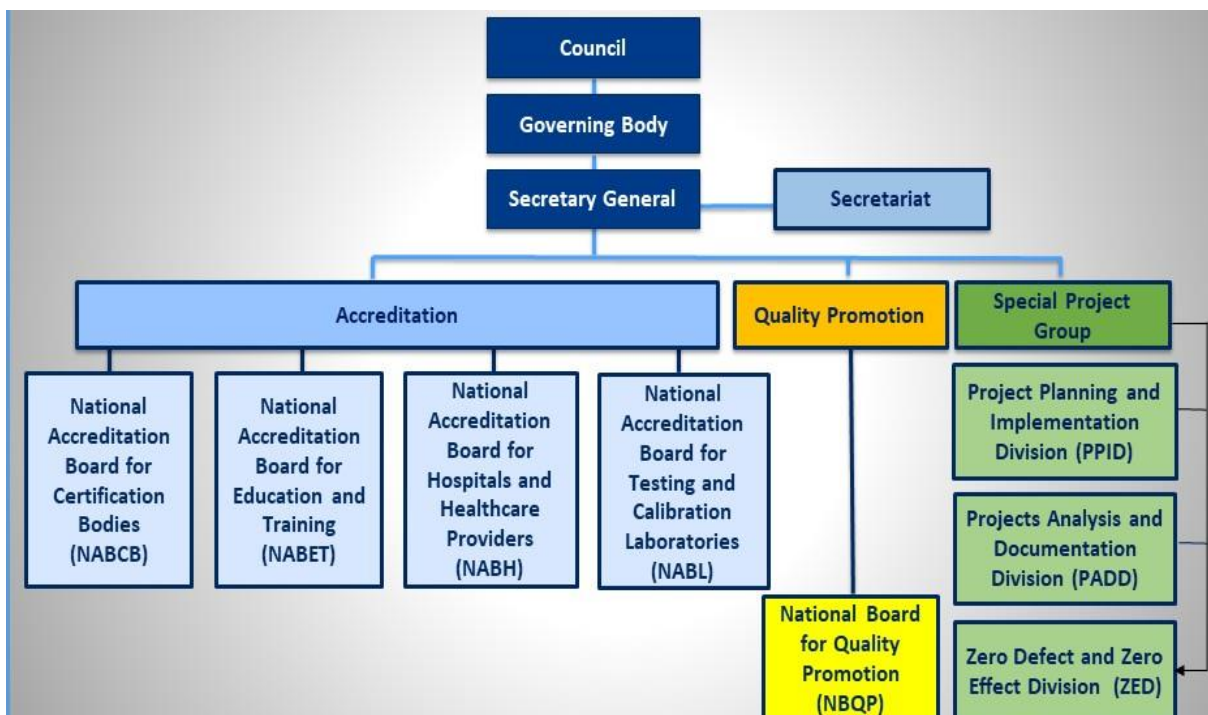
The accredited organization shall provide necessary services for User Agency in obtaining the forest clearance for the forest land parcel (s) under the Forest Conservation Act (1980) as per the laws and rules of the Government of India and State Government, enabling the various line departments of Government and other user agencies to execute various developmental works in a time bound manner.

The scheme is dynamic in nature, hence, modifications and updates may take place from time to time, as it ought to be for continually improving the delivery and effectiveness of the accredited Agency.

2.0 ABOUT QCI AND NABET

In pursuance of the cabinet decision of Feb 1996, Quality Council of India (QCI) was set up jointly by the Government of India and the Indian Industry represented by the three apex industry associations namely Associated Chambers of Commerce and Industry of India (ASSOCHAM), Confederation of Indian Industry (CII) and Federation of Indian Chambers of Commerce & Industry (FICCI) to establish and operate national accreditation structure and promote quality through National Quality Campaign. QCI is registered as a non-profit society with its own Memorandum of Association. QCI is governed by a Council of 38 members with equal representations of Government, Industry and Consumers. The Chairman of QCI is appointed by the honorable Prime Minister on the recommendation of the Industry to the Government. It functions through the Executive Boards in the specific areas i.e. Accreditation for **(a) Conformity Assessment Bodies, (b) Healthcare Establishments (c) Education & Vocational Training Providers**. In addition, it has an exclusive Board for promotion of Quality.

STRUCTURE OF QUALITY COUNCIL OF INDIA (QCI)



National Accreditation Board for Education and Training (NABET) is one of the constituent Boards of QCI as shown in the organizational structure. Each Board works independently which is headed by a Chairman, identified from the prominent people related to the industry in India..

Boards of QCI is member of PAC- Pacific Accreditation Cooperation, IAF-International Accreditation Forum which is the worldwide association of accreditation bodies, widening its scope at international level and other interested parties whose objective is to facilitate trade, commerce and create a global system that grants international recognition of certification or registration of management systems, products, services, personnel and other program of conformity assessment among economies in the Asia Pacific region.

NABET is managed by seventeen honorary members including the Chairman with fair representation from the stakeholders ensuring that no particular interest predominates. The Chairman of the Board is an eminent person and an ex-officio member of the Quality Council of India. The Chairman of QCI nominates the Chairman of the Board from the proposed names received from the council members. The Board is

Version – 1: Scheme for Accreditation of Forest Clearance Consultants Organization

supported by the NABET secretariat. The policies and procedures for Accreditation by the Board are non-discriminatory and are implemented uniformly to all applicants. A uniform and reasonable fee is charged from applicants in lieu of the services offered.

3.0 ACCREDITATION

Accreditation is a process of verification of competency of an organization in delivering good quality service/product in the chosen field. Accreditation is awarded, after carrying out structured assessment of compliance to the accreditation guidelines. It helps organizations to adopt a holistic approach for preparing Geological Reports and to build in system to achieve continual improvement through a transparent and credible mechanism.

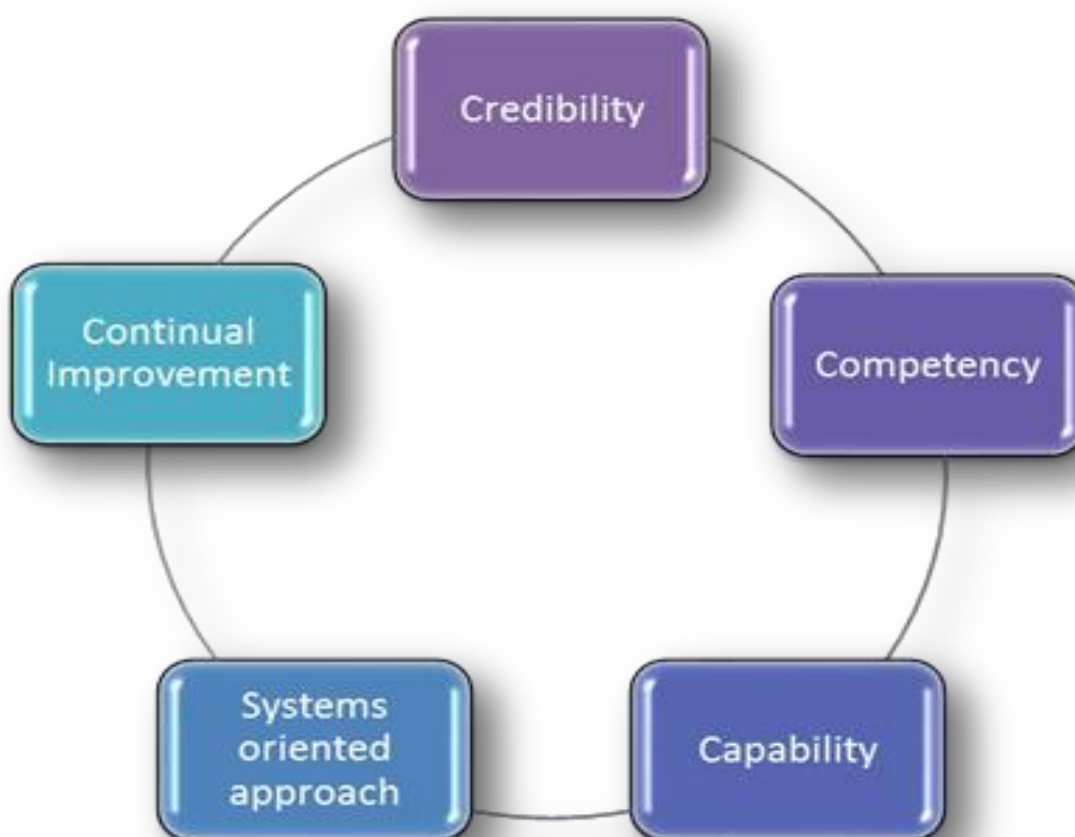


FIG. 3: BENEFITS OF ACCREDITATION

3.1 BENEFITS OF ACCREDITATION

a. To accredited Forest Clearance Consultants Organization

- i. Recognition of competence and capability
- ii. Competitive edge gives growth in business
- iii. Periodic assessment by QCI-NABET brings continual improvement
- iv. Publicity through QCI-NABET & the Ministry websites and publication
- v. Use of QCI- NABET logo - a mark of quality

b. For User Agency and other stakeholders

- i. Availability of a list of capability verified agency (ies).
- ii. Reduced risks on investments by User Agency.
- iii. Checks on performance of the consultants through QCI-NABET website.
- iv. Enhanced acceptability of developmental projects by all stakeholders.

4.0 SCHEME FOR ACCREDITATION OF FOREST CLEARANCE CONSULTANTS ORGANIZATION

NABET, a constituent Board of the QCI, developed scheme for accreditation of Forest Clearance Consultants Organizations hereinafter called 'The Scheme' with the inputs from various stakeholders including; experts in the field of forestry, regulatory agencies and consultants.

This document describes the scheme's requirements in term of human resources, quality management systems, the assessment process, the accreditation criteria and other related to the scheme.

The various aspects of the scheme are-

- a) Eligibility (who can get accredited)
- b) Human resource – qualification and experience requirement
- c) Field data investigation and management
- d) Quality Manual (QMS updated as per ISO9001: 2015)
- e) Organizational Commitment
- f) The accreditation process and timeline
- g) Fee structure

For the implementation of the Scheme, NABET is guided by a group of eminent professionals in the field of Prospecting and Mining and allied subjects and structured Secretariat.

For the implementation of scheme NABET constitute following committees:

1. **Technical committee (TC)** comprises of 4-5 experienced professionals with proven track record. This committee guides NABET in developing/evolving the Scheme as well as the assessment process taking into consideration the feedback received from stakeholders/Accreditation Committee/ Assessors *et al.*
2. **Accreditation committee (AC)** – comprises of 4 -5 eminent persons with vast experience in the field. Apart from approving accreditation, this committee provides clarifications to some aspects of the Scheme as necessary from time to time. AC reserves the right to take decisions with respect to moderations in recommendations made by the Assessors and recording the rationale for the same.
3. **NABET assessors** – NABET empanel the group of eminent professionals with long standing experience in relevant field for, carrying out technical assessment of the applications as well as for conducting office assessment/interaction with experts. Assessment reports made by the Assessors presented before accreditation committee which helps the Committee to take an appropriate decision on according accreditation.
4. **NABET secretariat** – comprised of a mix of senior professionals and young energetic technical staff which coordinates the entire process of assessment and accreditation.

The accreditation is given for a period of 3-Year's and during the cycle of Accreditation an organization

has to go through surveillance assessment after 18 months period- The process of accreditation comprised of Initial Accreditation (IA), Surveillance Assessment (SA) and after 3 years Re-accreditation (RA) which is renewal of accreditation process.

All the three processes IA/SA/RA involves assessment in three (3) stages:

Stage I - Checking the completeness of the application by NABET Secretariat

Stage II - Technical review of documents by assessor

Stage III - Office assessment by assessor(s)

4.1 ELIGIBILITY FOR ACCREDITATION

Only Organization meeting the eligibility criteria of this Scheme is considered for accreditation. These Forest Clearance Organizations can be private organizations which is a company incorporated in India under The Indian Companies Act, 1956/2013 and subsequent amendments thereto or a Partnership Firm registered under The Indian Partnership Act 1932 or the Limited Liability Partnership Act 2008 or a Sole Proprietorship registered under the applicable Shops and Establishment Act, or a Society registered under the Society Acts (under Section 25 of Companies Act). All requirements of the Scheme as mentioned in this document are to be complied with for an organization to get accredited.

4.2 Category of Accreditation: Two categories of Forest Clearance Consultants Organization.

The Scheme covers the scopes for Accreditation of Forest Clearance Consultants Organization. The accreditation scheme will have the provision for Accreditation of Forest Clearance Consultants Organization under Two Categories:

- **Category A:** For project at FCA (Centre)
 - ❖ Area more than 40 hectares
 - ❖ De-reservation of forest
 - ❖ Encroachment of Forest land regularization
 - ❖ Violation cases
 - ❖ Renewal of lease

- **Category B:** For projects at REC (IROs),
 - ❖ Area less than 40 hectares
 - ❖ All linear projects
 - ❖ Area with 0.7 forest density
 - ❖ Areas for prospecting surveys

Note - Category A awarded agencies can also do Category B projects as well.

4.3 Forest Clearance Consultants Organization (FCCO) – SCOPE and SERVICES

Forest Clearance Consultants Organization (applicant Agency) must have expertise & coverage in all the fields as specified in this document. Forest Clearance activity involves the specific inputs from multi-disciplinary experts having specific domain knowledge of relevant project and activity for which FCA proposal submitted. Such assessments would require expertise and knowledge in areas such as land use/land cover, Remote Sensing and GIS for exact and accurate mapping and data integration, R & R, Ecology and Bio-diversity, Socio Economic, Geology, Mining, Hydrological conditions. Therefore, there is a requirement of verified and competent Forest Clearance Consultant Organization.

The scope of services to be provided by the accredited organization as described below is general but is not exhaustive, i.e. it does not mention all the incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred therefrom. The Accredited Forest Clearance Consultant Organizations (FCCO) and the User Agency (UA) should have MoU with timelines of completion of Forest Clearance Proposals.

- A. Preparation of Forest Diversion Proposal (FDP) as per the MoEF&CC updated guidelines and Forest (Conservation) Act 1980 and any other guidelines issued by the state government for processing / clearance of FDP.
 - a. Preparation of Digitized & Mosaic maps such as location map (on Topo-Sheet)/revenue village map/cadastral sheets (1:50000 scale) /Forest Demarcation Map/ Compensatory Afforestation Land Map, etc.
 - b. Registration and online uploading of all the required documents for FCA proposal.
 - c. On-line Submission of the proposal at specific website and to the different offices as per relevant rules and guidelines.
 - d. Review of details of land identified for Compensatory Afforestation (CA) by the proponent.
 - e. Assist in preparation of Compensatory Afforestation Plan (CAP) on the land identified for Compensatory Afforestation.
 - f. Assist in Joint Inspection with respective DFO for Site-Inspection, Tree enumeration/ listing of tree details to be affected by the project tree in the form of enumeration data (species-wise) and obtain approval on the same.
 - g. Preparation of Cost-Benefit Analysis of the project.
 - h. Co-ordinate with ICT cell of State Forest Department for uploading the maps and other relevant documents and details.
- B. Assist in obtaining 'No Objection Certificate' from the concerned authorities under the Forest (Rights) Act 2006. This includes the following
 - a. To identify the forest dwellers / forest dwelling schedule tribes / other traditional forest dwellers as per the "Scheduled Tribes and Other Traditional Forest Dweller (Recognition of Forest Rights) Act, 2006" and obtain No Objection Certificate from the concerned authorities.
 - b. To facilitate with BDO/ Tehsildar / Concerned Authority to convene Gram Sabha as per FRA, 2006, to identify beneficiaries.
 - c. Preparation and submission of Application to Collector for issuance of Certificate under Forest Rights Act to be used for Forest Diversion Proposal (FDP).
- C. Follow up for processing of Forest Clearance Application and Obtaining Stage – I Clearance from REC of MoEF&CC, Government of India. This includes the following:
 - a. Follow up with Nodal Officer for onward movement of the application to DFO.
 - b. Follow up with DFO Office to recommend the proposal and forwarding the same to Conservator of Forests (CF)/ Chief Conservator of Forest (CCF) Office
 - c. Follow up with CF/CCF Office to recommend the proposal and forwarding the same to the nodal officer Principal Chief Conservator of Forest (FC) Office of State.

- d. Follow up with PCCF Office to recommend the proposal and forwarding the same to Department of Forest, Environment and Ecology, State Government.
 - e. Assist user agency in presentation before the project screening committee, Project Screening Committee (PSC).
 - f. Assist in completion of recommendations made by the PSC.
 - g. Assist in obtaining Stage – I Clearance from the GoI.
- D. Assist in meeting the compliances of Stage-I Clearance & Obtaining Stage-II (Final) Forest Clearance. This includes the following:
- a. Assist in completion of compliances to the clauses of Stage – I Clearance and Submit Compliance report of the same.
 - b. Obtain final Stage – II Clearance from MoEF&CC, GoI.
 - c. Clearance of National/ State Board of Wildlife in case part of Tiger Reserve/National Park/ Wildlife Sanctuary is involved as per the prevalent rules/directions of competent authority in force.
- E. Consultant shall arrange field verification and compliance, Pillar Posting on the forest demarcated boundary in consultation with forest officials, obtaining local clearances, if any, expediting & forwarding of application by State Government to MoEF&CC, follow-up with MoEF&CC and furnish clarifications, additional documentation, presentation to MoEF&CC, provide all technical and logistic support to Forest Department/ MoEF&CC etc. in obtaining forest clearance.
- F. Consultant shall carry out all related and/or incidental activities required for obtaining clearances/approvals for completion of the assignment. The Consultant shall provide necessary assistance including follow up, maintaining liaison pertaining to Forest Clearance with MoEF&CC and Forest Authorities and obtaining the necessary approvals and Forest Clearance from MoEF&CC.

4.4 COVERAGE of the Scheme

This comprehensive document describes the scheme’s requirements of human resource, Quality Management Systems and procedures to be followed, integrity of data, the assessment process, the accreditation criteria and other relevant requirements of the Scheme.

Specific details related to this Scheme have been included in **Appendices (A to E)** and those related to Application form in **Annexure (1 to 14)**.

4.5 Updation of the Scheme

The accreditation Scheme is dynamic in nature. Modifications and updation will take place from time to time with the consultation and intimation to the Ministry. It ought to be for continually improving the delivery and effectiveness of the consultancy.

QCI/NABET reserves all rights to amend its accreditation scheme, procedures, and fees etc., as it may deem fit. Applicant(s) agency/ organisation are requested to refer to the updated scheme on the QCI/NABET website (<http://nabet.qci.org.in/>) before applying for their accreditation/surveillance/re-accreditation/expansion or modification of scope.

5.0 REQUIREMENTS FOR ACCREDITATION

The accreditation requirements have been developed with a view to have system-based approach. The scheme specifies the following seven essential requirements for accreditation:

- i. Human resource & relevant Domain Expertise
- ii. Field Data investigation and Management
- iii. Office Infrastructure and relevant Hardware &Software
- iv. Quality Manual (QMS aligned with ISO9001: 2015)
- v. Organizational commitment
- vi. Compliance to accreditation condition

5.1 HUMAN RESOURCE

Preparation of a Forest Diversion Proposal (FDP) is essentially a complex activity where inputs are required from different expertise having wide knowledge of the Forest Clearance Proposals. Therefore, relevant domain expertise is an imperative and the agencies will be required to engage and retain such domain experts who will not only be responsible for performance of the activities but also will lead to further development.

Required Human Resources must have relevant qualification & experience:

5.1.1 Category A: FC Consultants Organization/Agency

S. No.	Areas of Experts	In-House/ Empaneled	Minimum Experience
Project Coordinator (PC)			
1.	FC Coordinator (FCC)	1 In-house (Must)	10 Years
2.	FC Adviser (FCA)	1 In-house/ Empaneled	10 Years
Technical Area Expert (TAE)			
1.	Land Use/Land Cover mapping using Remote sensing &GIS (LU/LC/RS-GIS)	1 In-house	5 Years
2.	Ecology & Biodiversity (EB)	1 In-house	5 Years
3.	Wild life Management (WLM)	1 In-house/ Empaneled	5 Years
4.	Socio-Economics (SE)/ Replacement & Rehabilitation (R&R)	1 In-house/ Empaneled	5 Years
5.	Geology and Hydrogeology (Geo/HG)	1 In-house/ Empaneled	5 Years
Applicant Organization (AO) must cover all the Areas of Experts mentioned above			
A provision of 'Team Member' has been included in the Scheme to provide opportunity to fresh post-graduates students and research scholars.			

5.1.2 Category B: FC Consultants Organization/Agency

S. No.	Areas of Experts	In-House/ Empaneled	Minimum Experience
Project Coordinator (PC)			
1.	FC Coordinator (FCC) / FC Adviser (FCA)	1 In-house (Must)	5 Years
Technical Area Expert (TAE)			
1.	Land Use/Land Cover mapping using Remote sensing &GIS (LU/LC/RS-GIS)	1 In-house (Must)	3 Years
2.	Ecology & Biodiversity (EB)	1 In-house/ Empaneled	3 Years
3.	Wild life Management (WLM)	1 In-house/ Empaneled	3 Years
Applicant Organization (AO) must cover all the Areas of Experts mentioned above			

A provision of 'Team Member' has been included in the Scheme to provide opportunity to fresh post-graduates students and research scholars.

The Project coordinator should have broad knowledge about the Forest Clearance. The role of the FCC includes, but not be limited to, studying and understanding the project, setting-up the team, visiting the site with the team, evolving work schedule and ensuring that data are appropriately utilized for generating the comprehensive report, correct interpretation and correlation of the data, and maintenance of necessary records.

The essential requisites for PC include the following –

- Conceptual understanding of project requirements, process and outcome.
- Knowledge of the applicable Acts, Rules and Regulations governing the project.
- Domain knowledge
- Leadership quality in planning, selecting and guiding the team

Thus, for Project Coordinator emphasis is given on experience and maturity.

For educational qualification, minimum experience and expected functions of Project Coordinators (FCC) for scheme please refer to below mentioned appendix.

5.1.3 Project Coordinator

- **Category A: Project Coordinator (FCC): Appendix–A**
- **Category B: Project Coordinator (FCC): Appendix – B**

5.1.4 TECHNICAL AREA EXPERT (TAE)

TAEs are expected to identify and assess in their respective areas of expertise for adequate input for the report input and provide their expert inputs to the PC. TAEs should have -

- an in-depth knowledge in their respective areas of specialization
- understanding of the legislations and rules/regulations with respect to the technical areas
- the capability of identifying the need of the project,

For educational qualification, minimum experience and expected functions of Technical Area Experts (TAE) for different schemes please refer to below mentioned respective appendices.

Aspects such as Socio-Economic considerations, Environment & HSE considerations and Cost Estimation and Financial Viability may be addressed as applicable through engagement of external resources as may be required by the FCCO. In most of the cases the economic viability is assessed by the owner organizations through engagement of consultants with capability of financial modeling for investment decisions.

5.1.5 TEAM MEMBERS (TM)

A provision of 'Team Member' has been included in the Scheme to provide opportunity to

- a) Experienced professionals in their own fields but lacking experience to enter the profession
- b) Existing experts to expand the field of association
- c) Persons who have obtained eligibility qualifications but do not meet the experience requirement of TAE or PC
- d) This provision is only available for in-house experts

REQUIREMENTS OF EXPERTS/ NUMBER OF EXPERTS REQUIRED:

Number of experts required for respective categories is as below:

A. **Category A: FC Consultant Organization**

1. Any organization to be accredited must have minimum **ONE PROJECT COORDINATOR(In-house FCC), and TWO IH TAE- One LU/LC/RS-GIS and One Ecology & Bio-diversity (EB)**.
2. Project Coordinator(s) must be In-house (full time employee on their payroll).
3. The FCA and other TAE(s) may be In-house (IH) or Empaneled (Emp).
4. The organisation must cover TAEs of all discipline as mentioned in the table above.
5. Empaneled expert(s) shall have MoU or written declaration as per (Annexure-12).

B. **Category B: FC Consultant Organization**

1. Any organization to be accredited must have minimum **ONE PROJECT COORDINATOR(In-house FCC), and ONE TAE LU/LC/RS-GIS**.
2. Project Coordinator(s) must be in-house (full time employee on their payroll).
3. The organisation must cover TAEs of all discipline as mentioned in the table above
4. Empaneled expert(s) shall have MoU or written declaration as per (**Annexure -12**).

5.1.6 GENERAL CONDITIONS FOR EXPERTS

- a. The project Coordinator (PC) for Forest Clearance Agencies must be in-house (full time employee).
- b. **In-house (IH) expert-** is a full-time employee working on the pay rolls of the applicant agency/ organization AO/ ACO on regular basis (not on 'time to time basis or on 'as an when required' basis) and gets appropriately paid as per her/his qualification and experience. All payments to an in-house expert are to be made through bank and are subject to TDS, as applicable.
- c. **Empaneled expert**—an AO/ACO may also have 'empaneled' experts. An empaneled expert may be a 'freelancer' (not a full-time employee of any organization) or may be working with an NGO or Research organization/Academic institute. In the latter case, a No Objection Certificate (NOC) is to be obtained from the HOD of the department for a University, the Principal for a college and the head of organization for an NGO or a Research organization, as the case may be. The AO/ACO must have an MOU/written agreement with such expert(s). Details to be included in NOC and MOU/Agreement are mentioned in Section E 7.2 of **Appendix E**.
- d. A full time Director in a Private/Public Limited company is considered as a full-time employee of the organization/firm and is not eligible to opt as an empaneled expert under the Scheme. However, if a person is an Independent Director in a company, s/he is eligible to be an empaneled expert with a maximum of 3 - AO/ACO. In such cases, relevant documentary evidence has to be furnished of his/her being an Independent Director in the company.
- e. Partners in partnership firms may be accepted as empaneled experts. This will be subject to submission of written consent / no objection agreement from all other partners in respect of the said partner working for other ACOs as an empaneled expert. The written consent / no objection agreement needs to be submitted by the AO/ACO with its application. Such a person can be empaneled with maximum 3 AOs/ACOs.

- f. An expert employed with an NGO or a Research/Academic institute may seek empanelment with a maximum 3 AO/ACO. (Subject to condition 5.1.5 (i) given below)
- g. All empaneled candidate(s)/expert(s) are required to furnish a Declaration of Association in the format given at **Annexure 12** signed by the candidate/expert and countersigned by the authorized signatory of the AO/ACO. There should also be a MOU or Agreement between the empaneled candidate/expert stating the tenure and scope of association duly signed by both the parties.
- h. Empaneled expert(s) shall contribute to the project as and when the work is assigned to them and their expected functions are same as those for IH experts.
- i. PCs, TAEs and TMs must maintain field log books of their visits to the site giving the observations, work done etc., for the stated activity.
- j. Submission of any false or misleading information in any of the above aspects, shall lead to the cancellation of approval of such experts and/or application/ accreditation of the organization.

5.2 FIELD INVESTIGATION AND DATA MANAGEMENT

Collection of quality data is of crucial importance for preparing Forest Diversion Proposal (FDP). A good understanding of the project based on visit to the project site by approved FCC & FCA and TAEs is of utmost importance for developing the scope of study and for data collection.

The field investigation would include as per the Forest Diversion Proposal (FDP) to cover following aspects:

- i. Details of forest land required for the project
- ii. Details of forest land proposed to be diverted
- iii. Details of districts involved and all breakup (village wise, Component wise)
- iv. Map of forest land to be diverted
- v. Justification for locating the project in forest land
- vi. Details of alternative examined and judicious use
- vii. Employment likely to be generated
- viii. Displacement of people due to project
- ix. Details of Cost-Benefit analysis of the project
- x. Status of Environmental Clearance
- xi. Status of Wildlife Clearance
- xii. Applicability of special provisions governing Scheduled Areas
- xiii. Status of settlement of rights under the Forest Rights Act, 2006 on the forest land proposed to be diverted
- xiv. Details of Land identified for Compensatory Afforestation
- xv. Project details as per classified projects (Infrastructure, Industries and Mining Proposals)

5.3 QUALITY MANAGEMENT SYSTEM (QMS):

One of the long-term objectives of this Scheme is to encourage the agency to adopt system-oriented approach for report preparation. Ideally, all FCCO should have their own report preparation manual as well which they may enrich from their learning's over the years.

To facilitate the above, the applicant organization must maintain a Quality Management Systems (QMS) for the organizations. The QMS should be based on the current version of ISO 9001 standards. Although it is not mandatory that the organization should be ISO 9001 certified, the QMS must address the

requirements of ISO 9001 and the specific requirements of the Scheme.

FCCO's are advised to establish and maintain a Quality Management System (QMS) for their organization as the same offers the following benefits;

- I. Creates a culture of doing things right, the very first time.
- II. Inculcates the culture of "saying, what we do and doing, what we say"
- III. Increases system orientation and reduces person specific dependence.
- IV. Encourages uniform knowledge sharing and develops skilled work force.
- V. Helps develop team spirit
- VI. Reduces duplicate work and minimizes wastages.
- VII. Improves quality of work and brand image.

QMS should be based on ISO 9001 while addressing specific requirements of NABET Scheme. Please note that if an organization is already ISO 9001 certified, guidelines D1 to D4 and D11 are normally addressed (which may please be checked). It is then required to develop procedures for the NABET specific items i.e., D5 to D10 and integrate them with the system meaning that these should also come under the ambit of auditing, document control, management review etc.

If an organization has not been initiated into the system-oriented approach of working which is documented, audited and reviewed, it needs to acquaint itself of ISO 9001 requirements. Such organizations may initially take the help of a consultant but **MUST NOT OUTSOURCE THE WORK OF ESTABLISHING THE QMS** to him to meet the requirements of the NABET Scheme. Such an approach will be counterproductive as the system so developed is less likely to be owned by the working team and would remain a standalone document. **THE BEST WAY IS TO GET THE GUIDANCE OF A CONSULTANT BUT LET THE WORKING TEAM ESTABLISH THE SYSTEM.**

A QMS is supported by a 3-tier documentation system:

- I. The Quality Management System manual.
- II. Procedures
- III. Work instructions/forms/formats/checklists to implement the

procedures. Details are given in **Appendix C.**

5.4 Organizational commitment

The objective of the Scheme is to encourage entities to secure accreditation for taking up Forest Clearance Activities who should prepare standard quality Forest Diversion Proposal (FDP) in the country respectively. This has been factored in the Scheme and for Re-accreditation assessment compliance to the accreditation condition by the accredited agency/ organization since receiving accreditation is also taken into account.

Details of assessment criteria for the above requirements are given in respective **Appendix E.**

6.0 ACCREDITATION CYCLE

Accreditation Cycle in this Scheme is for 3 years and comprised of following three (3) types of assessments:

- a. Initial accreditation (IA):** In the IA, the potential of the applicant organization is assessed and based on that accreditation is granted for 3 years, subject to a surveillance assessment after 18 months. Details of IA are furnished in **Appendix E.**

- b. **Surveillance assessment (SA):** This is to assess performance after IA/ RA. The basic objective is to judge to what extent the performance along with compliance to the conditions of accreditation has been met. SA falls due 18 months after IA/ RA. Details of SA are furnished in respective **Appendix E**.
- c. **Renewal of Accreditation/Re-accreditation (RA):** After 36 months the organisation will have to apply for renewal of their accreditation. The process is defined as RE-accreditation (RA), the details of RA are furnished in respective **Appendix E**.

7.0 ACCREDITATION PROCESS

The accreditation procedure for Initial Accreditation (IA), Surveillance Assessment (SA) and Re-accreditation Assessment (RA) includes three processes:

- I. Application assessment process
- II. Office assessment process
- III. Decision making process

7.1 APPLICATION ASSESSMENT PROCESS

There are separate application forms for IA, SA, RA, expansion of scope and supplementary assessment for replacing approved experts who may have left the organization. These can be downloaded from the NABET website [www.http://nabet.qci.org.in/](http://nabet.qci.org.in/) .

Detailed information on documents required to be submitted with the application for IA, SA, RA is provided in

Annexure 1, Annexure 2, Annexure 3 respectively.

Applicants are advised to go through the accreditation scheme carefully prior to preparing/submitted their application. They must complete the Self-assessment Format given at **Annexure 11** to know if the applications are ready for submission and whether they are ready for NABET assessment. This would greatly reduce processing time benefiting both, the AO/ACO and NABET. Applications are to be submitted online on the NABET website. In case, NABET requires hard/soft copy of any document, the same is intimated to the AO/ACO.

Application for SA must be submitted three months prior to when SA is due i.e., on completion of 15 months after date of office assessment for IA/RA, as applicable. Similarly, RA application should be submitted three months prior to expiry of accreditation period i.e., on completion of 33 months after date of office assessment for IA/RA, as applicable.

NABET application process is on-line and procedure to be adopted for applying on-line will be posted on the QCI/NABET website.

Assessment of the applications is carried out in 3 stages –

Stage I– Checking completeness of the application by NABET secretariat

Applications submitted by an AO/ACO must be complete in all respects and is inclusive of all supporting documents mentioned in the checklist of Application Form (for IA, SA, RA) of this Scheme.

NABET secretariat checks if the

- (a) Application is complete in all respects,
- (b) Information submitted is in relevant formats and

(c) Application is accompanied by the requisite fee.

In case an application is grossly incomplete in respect of candidates/experts, laboratory arrangement etc., NABET secretariat informs the AO/ACO of the inadequacies. Such applications are processed further once the inadequacies are addressed. For other applications, the NABET secretariat forwards the application to the principal assessor (see below) for technical scrutiny. The AO/ACO is advised to carefully study the requirements mentioned in **Appendix E**, before filling in the application.

Stage II - Technical review of documents

At this stage assessor conduct technical review of documents. The assessor have vast experience in the relevant fields of the applications submitted to NABET. For technical review of each application one assessors as principal assessor (PA) is assigned. The Principal Assessor (PA) carries out the Stage II assessment supported by the NABET staff. After Stage II assessment the PA may raise Non-Conformances (NCs) and/or Observations (Obs.) pointing out the areas where the application does not meet the requirements of the Scheme. After the NCs and Obs. are successfully closed by the AO/ACO, further processing of the application i.e. the office assessment is taken up.

Stage III - Office assessment

The PA is joined by a Co-Assessor (CA) for the office assessment. Allocation of assessor (CA) will be based on the number of expert(s) to expedite the process. It involves physical office assessment and the following aspects are assessed:

- a. Quality and performance of personnel
- b. Infrastructure, Equipment's and adequate Software (SW) & Hardware (HW)
- c. Field data investigations management/ integrity
- d. Quality Manual (QMS)
- e. Organizational evaluation/commitment
- f. Compliance to condition of accreditation/ improvements achieved (during SA and RA)

Marks allocated for the above aspects in the Office Assessment are mentioned in below tables:

TABLE 1: CATEGORY A: WEIGHTAGE OF MARKS FOR FOREST CLEARANCE CONSULTANTS ORGANIZATION

Sl. No.	Aspects	Marks Allotted			Focus in assessment
		IA	SA	RA	
1	Quality and performance of personnel	55	55	55	IA – Potential of the AO
1a	Project Coordinator (FCC & FCA)	30	30	30	
1b	Technical Area Expert (TAE)	25	25	25	
2	Infrastructure, equip., adequate Software (SW) and Hardware (HW)	10	10	10	SA – Compliance &
3	Field investigations and data management/ integrity	20	20	20	Performance of ACO
4	Quality Management System (QMS)	15	10	10	RA – Performance &
5	Compliance to condition of accreditation/ Organizational Commitment	0	5	5	Improvement of ACO
	Total	100	100	100	

Note: Applicant Organisation

TABLE 2: CATEGORY B: WEIGHTAGE OF MARKS FOR FOREST CLEARANCE CONSULTANTS ORGANIZATION

Sl. No.	Aspects	Marks Allotted			Focus in assessment
		IA	SA	RA	
1	Quality and performance of personnel	50	50	50	IA – Potential of the AO
1a	Project Coordinator (PC)	30	30	30	
1b	Technical Area Expert (TAE)	20	20	20	
2	Infrastructure and adequate Software(SW) and Hardware (HW)	30	20	20	SA – Compliance & performance of ACO
3	Field investigations and data management/integrity	20	20	20	RA – Performance & Improvement of ACO
5	Compliance to accreditation condition	0	10	10	
Total		100	100	100	

7.2 DECISION MAKING PROCESS

On completion of office assessment process, a joint report is prepared by the PA and CA (or CAs) and sent to the NABET secretariat for further processing. The PA is responsible for the final report. NABET secretariat after checking the completeness of the report, obtains clarifications/additional information, if required, from the AO/ACO/Assessors. The case is then put before the accreditation committee by the NABET secretariat for its consideration, review and decision on accreditation. The accreditation of an agency will be effective from the date of grant of accreditation-by-Accreditation Committee (AC). The final outcome is thereafter uploaded on QCI/NABET website.

7.3 TIME FRAME FOR APPLICATION AND ACCREDITATION PROCESSES

Completion of application, assessment and accreditation processes depends on the following:

- Receipt of complete information at NABET for Stage I and II assessments along with necessary documents and closure action of NCs/Obs., as applicable, for IA, SA and RA applications.
- Timely submissions of such information by AO/ACO within 15 days for SA and RA. For initial accreditation AOs are requested to submit the required details as early as possible.
- Timely raising of queries by NABET within 15 days for Stage I and 1 month for Stage II.

Subject to the above, all efforts are made by NABET to complete the process of granting accreditation within 3 months of submission of complete information by AO/ACO.

7.4 ACCREDITATION PROCESS OUTCOME

The salient outcomes from accreditation process are as follows:

- Accredited** – in case the applicant organisation/agency clears the assessment and accreditation processes successfully, the result is posted on the QCI/NABET website and the AO/ACO is also informed separately, refer **Appendix E** for details.
- Not approved** – if the AO/ACO fails to obtain **50% in marks each aspects of assessment** in the office assessment or does not fulfil any other requirements of the Scheme, the application is not approved and accreditation is not granted, refer **Appendix E** for details.
- Cancellation** - in case an ACO does not fulfil conditions of accreditation or does not submit complete application for SA or RA in time, a reminder is given to do the same in the next 15 days. If complete

application is not submitted even after 15 days, a final notice is served for responding giving another 15 days' time.

In the event of non-compliance after the final notice as well, the accreditation granted to the ACO is cancelled and its' name is removed from the list of accredited consultants. In case it wishes to get considered again under the Scheme, it is required to submit a fresh application with requisite fee. Fresh assessment is then carried out as per IA norms

- d. **Incomplete applications** – If an AO submits an incomplete application in which requisite details are not provided or it does not meet the requirements of the Scheme in respect of eligible candidates for Project Coordinator (PC) and Technical Area Expert (TAE), QMS, Laboratory details etc., the same is put in the 'incomplete applications' list. NABET intimates the AO of the deficiencies in the application. If it is an application for IA, the same is processed further once all requirements are fulfilled.

8.0 ACCREDITATION FEES

QCI/NABET does not get any financial assistance from any agency for operation of this Scheme. Hence, to offset the costs involved in the implementation of the Scheme by NABET, fees are charged for organizing the assessment and accreditation processes and annual fees for updating and maintaining the Scheme. Details are given in **Appendix D**.

Applicable fee payment procedure and Terms & Conditions (T&C).

- I. The AO/ ACO shall pay application fees for accreditation, re-accreditation; expenses towards travel, boarding & lodging for any kind of assessment including supplementary visit, surveillance, desktop surveillance, re-assessment and annual accreditation fees as determined by NABET.
- II. All invoices will be generated online and payments to be made online through payment gateway on the web Portal of the scheme. In case any invoice raised by NABET manually, should be paid within one month of date of dispatch/ mailing of the invoices. Timely payment of dues to NABET by the AO/ACO is crucial to the Scheme. Processes of IA, SA and RA can proceed to the next stage only if all pending bills to NABET are cleared by the AO/ACO. Failure to pay the applicable dues by the deadline given in invoices may result in delisting from the list of Accredited Consultant Organizations. This may be followed by cancellation of accreditation if the dues remain unpaid up to 6 months (180 days).
- III. The fee structure can be revised after 3 years with due approval of the Central Government.
- IV. **In case of delay in payment of applicable fees at any stage beyond one month from the date of issuance of NABET's invoice, penalty @1.5% per month of delay is applicable.**

9.0 GRANT OF ACCREDITATION

Results of the accreditation committee meeting are uploaded on the QCI/NABET website within a month of the AC meeting in which the relevant case is discussed. A formal letter from NABET is sent within one month from the date of approval by the accreditation committee mentioning the, experts approved with category, detailed conditions of accreditation and NCs & Obs., if any. NABET's certificate of accreditation is issued on successful closure of all NCs and Obs.

9.1 MAINTAINING ACCREDITATION

Accreditation of Forest Clearance Consultants Organization is subject to compliance to the requirements of the QCI – NABET Scheme. These include, but are not limited to:

- a. Implementation of systems/procedures documented in the QMS manual of the ACO including the corrective and preventive actions for the NCs and Obs. of IA, SA, RA, as applicable.
- b. ACOs are encouraged to prepare their own 'Report preparation manual' detailing the procedures followed right from the time of placing quotes for the work to completion of the project.
- c. Timely replacement of experts - in case any approved PC or TAE leaves the ACO, s/he needs to be replaced with in a specific time mentioned in *Section 9.2*.
- d. Intimation of changes – in case of any change in the organization related to systems, procedures, laboratory and other facilities, the same is to be intimated to NABET in the within one month.
- e. Payment of fees, as applicable, to NABET as per the terms of accreditation.
- f. At the beginning of the reports prepared by the ACO a declaration is to be given by the ACO in the prescribed format as given in **Annexure 8** mentioning the names of the PC and TAEs involved. This form must be duly signed by them and countersigned by the CEO of the organization.
- g. Familiarity with the project and its site conditions is -basic requirement- for the concerned PC and relevant TAEs.
- h. All PCs and TAEs and team members involved in the project should maintain a field logbook noting done at the site. NABET's assessors may verify these during the office assessment. It is worthwhile to maintain other documentations on the expert's site visits viz., expert's report, and authorization of tours, travel documents etc.
- i. The ACO is to strictly avoid practices/actions mentioned in Section 9.3 to ensure that accreditation granted to it is not cancelled.
- j. The ACO is to maintain the following records (in soft or hard format)
 - i. A register of attendance of employees involved in project.
 - ii. Names of the experts (both in-house and empaneled) involved in projects handled by the consultant organization.
 - iii. Details of involvement of empaneled experts, in terms of time devoted to various projects.
 - iv. Updated declaration of empaneled experts indicating the number of organizations they are associated with.
 - v. All documents related to laboratory work and implementation of QMS

9.2 CHANGE AFTER ACCREDITATION

The change after accreditation can be done in one respect, i.e. Change in experts:

Since accreditation of a consultant organization is based on the experts approved, an ACO must inform NABET if an approved expert leaves the organization and propose a replacement in accordance of the Scheme's requirements within one month. Failing to propose a replacement on time is a non-conformance viewed seriously and may also result in cancellation of accreditation.

A new candidate may be proposed as a PC or a TAE for assessment at any time. However, for a person already assessed and not approved may be proposed only after a gap of 3 months enabling her/him to address the shortfall.

Applications (as per **Annexure 4**) proposing replacement or new candidates should accompany requisite application fee as per **Appendix D**.

9.3 SUSPENSION/CANCELLATION/DEBARMENT OF ACCREDITATION

NABET may suspend or cancel an accreditation or even debar an organization on account of any or quality of report or more grounds during accreditation process or after, but not limited, to the following:

- a. Non-compliance or violation of the NABET's requirements and conditions of accreditation and deviation from facts as stated in application and enclosures
- b. In case an approved expert leaves the organization, the ACO is required to inform NABET of the same within one month and get a replacement approved within the next two months.
- c. Submission of false or misleading information in the application or in subsequent submissions
- d. Improper use of NABET's accreditation mark, letter of accreditation from NABET or the QCI/NABET logo
- e. Carrying out changes in Project coordinators/experts without NABET's approval
- f. Failure to report any major legal (mandatory compliance) changes and evident conflict of interest
- g. Using fraudulent practices by the ACO in respect of its submission/interaction with NABET/authorities which include, but not limited to, deliberate concealment and/or submission of false or misleading information, suppression of information, falsification of records or data, unauthorized use of accreditation.
- h. Non- payment of applicable fees.
- i. Violation of the Code of Conduct for the consultant organizations (see Section 11.0)
- j. Any other condition deemed appropriate by NABET.

The decision for the suspension/cancellation/debarment is taken by the NABET accreditation committee. A clarification/explanation may be sought and show cause notice may be issued and put up to the accreditation committee for final decision on the matter.

9.4 ACTIONS FOR MISCONDUCT/FRAUDULENT ACTIVITIES

Submission of false or misleading information or use of fraudulent practices, an AO/ACO may be disqualified for up to one year and such organization(s) name may be delisted from the NABET list of accredited organizations with information to the MoEF&CC, to be decided by the accreditation committee depending on the seriousness of the action. Such AO/ACO will be able to re-apply only after expiry of the disqualification period. The application is to be accompanied with an undertaking from the CEO of the organization that, if such practices are repeated, it will render the organization ineligible to participate in the NABET accreditation scheme any further. The same approach is applicable for individual experts (PCs and TAEs) as well.

9.5 CONFIDENTIALITY

All information, documents and reports submitted by an AO/ACO to NABET are utilized by the NABET, assessors, members of accreditation and technical committees for the purpose of assessment and accreditation. These may also be shared with the concerned Ministry, Government of India. However, the identity of the accredited consultant organizations would be masked for sensitive information related to business whenever it is called for/appropriate. In case an AO/ACO wants the information to be kept confidential, a communication must be sent to NABET citing reasons for the same. NABET reserves the right to take appropriate decision in this regard. NABET also reserves the right of taking appropriate action against an ACO for deliberate breach of confidentiality.

The ACO is required to have adequate arrangements consistent with applicable laws to safeguard confidentiality of all information provided by its clients. These arrangements are extended to include organizations or individuals acting on its behalf and as its representatives.

10.0 GRIEVANCE REDRESSAL MECHANISM

There are two methodologies available under the Scheme for addressing the grievances of AOs and ACOs–

- a. Review of Decisions
- b. Appeal

10.1 REVIEW OF DECISIONS

In case an AO/ACO wishes for review/reconsideration of any decision taken by NABET, they may send a request for same to NABET.

The following procedure is applicable:

- a. Request received from AO/ACO by NABET is recorded in the same serial as date of receipt
- b. Request must mention specific complaints (not generic in nature) and supported by documentary evidence.
- c. Anonymous/ pseudonymous requests are not be entertained.
- d. Only substantial errors/mistakes on procedural matters or expert(s) approval issues or review of assessment or / accreditation cancellation or other related to the scheme are taken up for consideration. Re-assessment of any aspect of assessment or request for deviation from the Scheme cannot be considered.
- e. Such ‘Reviews’ are taken up for consideration in a meeting of the relevant Accreditation Committee as early as possible.
- f. Agenda of such meetings is intimated to the AO/ACO.
- g. AOs/ACOs making the request may present their case in person to the AC, if they so desire.
- h. Decision of the AC is intimated to the concerned organizations as well as posted on QCI website.

10.2 APPEAL

An AO/ ACO may apply for Appeal in case it is not satisfied with the ‘Review’ decision.

An ‘Appeal’ must include the specific issues on which the appellant is filing the appeal accompanied by supporting documents, fees for appeal. The following information is to be provided while submitting the appeal

Sl. No	Specific issue/s submitted in Review	Supporting documents submitted in Review	Decision of Review Committee	Additional/ new issues submitted in Appeal now	New supporting documents added now
1	-	-	-	-	-

The following procedure is applicable:

- i. Formation of 3-member Appeals Committee by the Central/ State Government chaired by the

- APCCoF level officer of Forest Department of Centre/ State and other two members from any Central or State Government department/ PSU dealing in forest clearance department.
- ii. All petitions of Appeals shall be sent to NABET. The petitions shall be forwarded by NABET to the Chairman of the Appeals Committee within one week's time of receipt.
 - iii. The decision of the Appeals committee is intimated to the appellant in due course.

11.0 CODE OF CONDUCT

All ACOs are obliged to improve the standing of the consultancy profession by rigorously observing the Code of Conduct. Failure to do so may result in the suspension or cancellation of accreditation.

11.1 USE OF QCI AND NABET LOGO

- i. The QCI and NABET accreditation logo is the property of NABET and its use is controlled. Compliance to the guidelines and conditions is required for using this.
- ii. Whenever a Forest Clearance Agency is accredited, NABET shall inform the relevant entity about the conditions of the use of accreditation mark.
- iii. Accreditation mark can be used by NABET accredited consultant organizations only.

a. Guidelines and conditions of use of accreditation mark

- i. Accreditation mark as appears on NABET Accreditation certificates can be printed as colored image or black and white
- ii. Accreditation mark shall not be used to suggest any approval or sponsorship of NABET other than the organization accredited.
- iii. Accreditation mark shall not be used in any way that misleads the reader about the accreditation status of the consultant organization
- iv. Accreditation mark is not transferable and is to be used only by the accredited consultant organization as described in its application.
- v. Accredited consultant organization upon suspension or withdrawal or expiry of its accreditation (however determined), shall discontinue the use of NABET accreditation mark on all media of communications by the organization including promotional material, letter head, newsletters, brochures, annual reports, business cards, websites and advertisements etc.
- vi. NABET reserves the right to change the conditions as and when considered necessary and the same shall be communicated to consultant organization.
- vii. Use of accreditation mark is applicable for consultant organizations only and not for individual expert/s.

b. Verification

- i. NABET may, at its discretion, carry out verification of proper use of the accreditation Mark.
- ii. If any misuse of the accreditation is noticed, NABET initiates actions as per procedure for suspension and/or cancellation of its accreditation.

11.2 UNDERTAKING BY FOREST CLEARANCE CONSULTANT ORGANISATION

The FCCO undertakes to:

- a. Act professionally, accurately and in an unbiased manner.
- b. Be truthful, accurate and fair to the assigned work, without any fear or favor.
- c. Judiciously use the information provided by or acquired from the client in carrying out the project and to maintain the confidentiality of information received or acquired in connection

with the assignment.

- d. Use the expertise of only approved experts of relevant category in the preparation of Forest Diversion Proposal (FDP)
- e. Avoid and/or declare any conflict of interest that may affect the work to be carried out.
- f. Not accept any favor from the clients, or their representatives.
- g. Not act in a manner detrimental to the reputation of any of the stakeholders including NABET and the client.
- h. Co-operate fully in any formal enquiry procedure of NABET.

Prior to accreditation, the AO signs the “Code of Conduct for Forest Clearance Agency” and sends it to the NABET secretariat.

APPENDICES

A. QUALIFICATION, EXPERIENCE AND FUNCTIONS OF EXPERTS: (Category A)

Experts involved in Forest Clearance and preparation of Forest Diversion Proposal (FDP) comprise Project Coordinator and Technical Area Experts (TAE). They may be helped by team members. The qualification and experience requirements of the experts and roles envisaged for them are detailed below-

A 1.0 Project coordinator (PC):**A 1.1 PC: Forest Clearance Coordinator (FCC)****A 1.1.1 Minimum educational qualifications**

- i. Master's degree in Forestry/Forest Management/Science/ Social Sciences subjects/ Bachelor's degree in engineering or equivalent

A 1.1.2 Experience of PC: FCC

- i. FCC should have minimum 10 years overall work experience after the completion of above-mentioned qualifying degrees.
- ii. FCC should have relevant experience in respect to Forest Clearance for developmental works implemented by agencies of the Central/ State governments (viz., Roads, Transmission Lines, Pipeline, Government Buildings, Irrigation projects, & Mines etc.) and undertaken at least three Forest Clearance Proposal with relevant documentary during the last three.
- iii. FCC should have at least 10 years' experience of forestry/environment science/wildlife management/biodiversity conservation.

A 1.1.3 Specific Experience in Forest clearance:

- i. Understanding of policies, guidelines and the legislation related to land use and Forest clearance
- ii. Generation and analysis of data related to land use pattern
- iii. Developing land use map of urban, semi-urban, rural and mixed areas using GIS
- iv. GIS based land use analysis and development

A 1.1.4 Expected functions of Project coordinators:

The Project coordinator should be thoroughly aware of Forest Conservation Act 1980 and all relevant regulations and its Amendments. S/he must have a clear concept and thorough knowledge of forest clearance requirements. S/he should share this information with other team members.

The expected functions of Project Coordinator are as follows:

- a) Complete understanding about the project specification, develop broad scoping of the project taking into consideration.
- b) Meeting with Central/ State Governments for approval of Forest Clearance.
- c) Prepare Forest Clearance proposal conforming to Forest Conservation Act 1980 Rules and carry out the investigation operation as per the proposal;
- d) Put up the proposal to the concerned central/ state government for their acceptance
- e) Visiting the site for appropriate duration for supervising, selection of sampling locations and deciding the type of samples in consultation with the TAEs.
- f) Collating and reviewing the reports of the TAEs which must include analysis and interpretation of data.
- g) Developing the draft Forest Clearance Proposal and share amongst team members for final feedback and ensuring completeness of the proposal.
- h) Discussing the draft Forest Clearance Proposal with the concerned central/ state government for their acceptance.

A 1.2 PC: Forest Clearance Adviser (FCA)

A 1.2.1 Minimum educational qualifications

- i. Master's degree in Science/ Social Sciences subjects/ Bachelor's degree in engineering or equivalent

A 1.2.2 Experience of PC: FCA

- i. Team coordinator FCA should have at least 10 years' experience working in the forest department not below the level of DFO.

A 1.2.3 Specific Experience in Forest clearance:

- i. Sound knowledge forest policies, guidelines and the legislation related to land use and Forest clearance
- ii. Understanding of various maps and requirements
- iii. Land use analysis and development

Specific Educational Qualification and Experience for each TAE

A 2.1 Technical Area Expert – Land Use/Land Cover mapping using RS-GIS

a. Educational qualifications specific to technical area

- i. Master's (post-graduate) degree in Geology/ Applied Geology/ Geo-informatics/ GIS & Remote Sensing from a UGC/AICTE recognized University/ Institution or equivalent".

Or

- ii. Bachelor's degree in technical subjects Spatial Sciences/ Geomatics / Geoinformatics Civil Engineering / Physical Planning / Architecture / Town Planning/ Environmental Engineering/ GIS/ Remote Sensing /

b. Experience specific to functional area must include

- i. Minimum 5 Years of experiences in Land Use/Land Cover in forest and non-forest areas.
- ii. Complete understanding about the project specification, develop broad scoping of the project taking into consideration.
- iii. Experience on GIS software extensions like Spatial Analyst, Data Management tool, Overlay Analysis and experience in GIS database management
- iv. Prepare Forest Clearance proposal conforming to Forest Conservation Act 1980 Rules and carry out the investigation operation as per the proposal;
- v. Visiting the site for appropriate duration for supervising, selection of sampling locations and deciding the type of samples in consultation with the TAEs.
- vi. Developing the draft Forest Clearance Proposal and share amongst team members for final feedback and ensuring completeness of the proposal.

c. Role and Responsibilities

- i. GIS layer analysis, feature extraction using satellite data.
- ii. Coordinates and assigns GIS personnel to projects.
- iii. Provides team lead oversight on projects including quality assurance, data analysis, map production and report production.
- iv. Selects from multiple procedures and methods to accomplish tasks.

- v. Excavation measurement to slope stability.

A 2.2 Technical Area Expert – Socio-Economics/Replacement & Rehabilitation

a. Educational qualifications specific to technical area

- i. Bachelor or Master's degree Social Welfare / Sociology/ Political Science/ Psychology/ Geography/ Anthropology/ Economics/Environmental Economics/Urban Planning/Regional Planning/ Environmental Planning/Developmental Sciences/Forestry/Wildlife or any other equivalent degree

Or

- ii. Rural Development/ Development Studies

b. Experience specific to functional area must include

- i. Conducting baseline socio-economic surveys/ participatory rural appraisal
- ii. (PRA)/ rapid rural appraisal (RRA)
- iii. Conduct social needs assessment studies
- iv. Evaluation of socio-economic status of both tribal and non-tribal areas
- v. Demonstrated capacity to interact and develop rapport at community level will be an added advantage
- vi. Conduct Rehabilitation and Resettlement (R & R) studies for people displaced due to developmental projects and development for R & R plan
- vii. Assessment of social changes arising out of development projects

A 2.3 Technical Area Expert - Ecology & Biodiversity (EB)

a. Educational qualifications specific to technical area

- i. Master's degree in life sciences like Zoology/ Botany/ Forestry/Environmental Science/ Ecology/ Natural Resource Management/ Ecology & Environment/ Ecology & Biodiversity/Wildlife or equivalent.

b. Experience specific to functional area must include

- i. Minimum 5 Years of experiences in the related field.
- ii. Basic knowledge of the forest and resource inventory
- iii. Conducting ecological/wildlife surveys and preparation of status reports for rare, endangered and threatened species of animals and plants and also species protected under national laws
- iv. Experience of providing guidance and support for conservation of species and their habitats
- v. Understanding of policies, guidelines and legislations related to ecology biodiversity conservation
- vi. Specialized training in the field of impact assessment and ecological monitoring will be an added advantage

A.2.4 Technical Area Expert – Wild Life Management

a. Educational qualifications specific to technical area

- i. Master's degree in Wildlife Conservation/Wildlife Management/Wildlife biology/Wildlife Science or equivalent.

b. Experience specific to functional area must include

- i. Minimum 5 Years of experiences in the related field.
- ii. Basic knowledge of the wildlife species
- iii. Wildlife experts conduct research to gather data on the wildlife and ecosystem, which can be used to refine clearance plans and inform future conservation efforts.
- iv. Conducting wildlife surveys and preparation of status reports for rare, endangered, and threatened species of animals and also species protected under national laws
- v. Experience of providing guidance and support for conservation of species and their habitats
- vi. Understanding of policies, guidelines and legislations related to wildlife conservation

- vii. Assess the specific habitats within the forest that may be impacted by forest diversion/ clearance
- viii. Involve in monitoring process to ensure that the agreed-upon mitigation measures are implemented effectively. This includes tracking the displacement of wildlife, the establishment of new habitats, and the overall ecological recovery.

A 2.5 Technical Area Expert – Geology and Hydrogeology

a. Educational qualifications specific to technical area

- i. Master's (post-graduate) degree/ M. Tech in either subject- Geology/ Applied Geology/ Geophysics/Hydrogeology/Hydrology/Water Resources Management from a UGC/AICTE recognized University/ Institution or equivalent

b. Experience specific to functional area must include

- i. Minimum 5 Years of experiences in the related field
- ii. Understanding of policies, guidelines, and legislations
- iii. Hands-on experience in geological Prospecting, mapping, and data interpretation
- iv. Knowledge of geological principles, basin modelling and mineral reserves
- v. Familiarity with Prospecting geology concepts and survey processes
- vi. Ability to interpret 2D/3D seismic data and create geologic maps and models
- vii. Ability to identify natural resources and determine their economic value
- viii. High level of analytical skills to interpret Prospecting data pertaining to mineral prospects.
- ix. Analysis of surface hydrogeological data pertaining to ground water, flow fluctuation, estimation of flows; setting up and interpretation of gauging station readings, designing of ground water table measurement and monitoring network, computation of ground water recharge, flow rate and direction.
- x. Plotting of ground water contours.
- xi. Analysis and description of aquifer characteristics e.g. Permeability, transmissivity, storage coefficient etc., estimation of groundwater potential and recharge phenomenon, determination of impact of withdrawal of groundwater
- xii. Geology and Geo morphological analysis/description/ Stratigraphy/Lithology.

A 3.0 Team Member (TM)

A provision of 'Team Member' has been included in the Scheme to provide opportunity to

- i. Experienced professionals in their own fields but lacking experience to enter the profession
- ii. Existing experts to expand the field of association
- iii. Persons who have obtained eligibility qualifications but do not meet the experience requirement of TAE or EC
- iv. This provision is only available for in-house experts

A 3.1 Procedure to be followed to work as TM

- i. As the concept of TM has been introduced to enable experts to gain necessary experience, NABET should be informed after joining the agency / organisation/ACO/ AO.
- ii. The person to be proposed as a TM should meet the educational requirements of the Scheme for PC or TAE, as applicable.
- iii. The TM has to get involved in the various functions of the PC and or TAE for obtaining the relevant experience.
- iv. TM may be attached with a PC and/or a TAE. The name of the TM(s) must appear in the list of experts associated in the report.
- v. Information for associating a TM is to be submitted to NABET in a prescribed Format vide Annexure 14
- vi. with following details:
- vii. Declaration by the CEO/ authorized signatory of the AO/ ACO confirming the involvement of the team member in the project giving name of approved PC/ TAE with whom s/he is attached and the duration of involvement.
- viii. Specific nature of work in which the TM will be involved with the PC or TAE.

- ix. List of the persons being used as TM must accompany the application giving the name of the PC/TAE with whom the TM is attached.

A 3.2 Expected functions of team member

The team member (TM) is expected to be involved both in field work as well as in the discussions amongst the PC and the TAEs. Since s/he is expected to be knowledgeable in area of expertise, emphasis should be given to acquaint her/him on aspects, developing Forest Clearance Proposal.

B. QUALIFICATION, EXPERIENCE AND FUNCTIONS OF EXPERTS: (Category B)

B 1.0 Project coordinator (PC):

B 1.1 PC: Forest Clearance Coordinator (FCC)/ Forest Clearance Adviser (FCA)

B 1.1.1 Minimum educational qualifications

- i. Master's degree in Forestry/ Forest Management/Science/ Social Sciences subjects/ Bachelor's degree in engineering or equivalent

B 1.1.2 Experience of PC: FCC/FCA

- i. FCC should have minimum 5 years overall work experience after the completion of above-mentioned qualifying degrees.
- ii. FCC should have relevant experience in respect to Forest Clearance for developmental works implemented by agencies of the Central/ State governments (viz., Roads, Transmission Lines, Pipeline, Government Buildings, Irrigation projects, & Mines etc.) and undertaken at least three Forest Clearance Proposal with relevant documentary during the last three.
- iii. FCC should have at least 5 years' experience of forest clearance for developmental works implemented by Central Government or State Government.

B 1.1.3 Specific Experience in Forest clearance:

- i. Understanding of policies, guidelines and the legislation related to land use and Forest clearance
- ii. Generation and analysis of data related to land use pattern
- iii. Developing land use map of urban, semi-urban, rural and mixed areas using GIS
- iv. GIS based land use analysis and development

B 1.1.4 Expected functions of Project coordinators:

The Project coordinator should be thoroughly aware of Forest Conservation Act 1980 and all relevant regulations and its Amendments. S/he must have a clear concept and thorough knowledge of forest clearance requirements. S/he should share this information with other team members.

The expected functions of Project Coordinator are as follows:

- i. Complete understanding about the project specification, develop broad scoping of the project taking into consideration.
- ii. Meeting with Central/ State Governments for approval of Forest Clearance.
- iii. Prepare Forest Clearance proposal conforming to Forest Conservation Act 1980 Rules and carry out the investigation operation as per the proposal;
- iv. Put up the proposal to the concerned central/ state government for their acceptance
- v. Visiting the site for appropriate duration for supervising, selection of sampling locations and deciding the type of samples in consultation with the TAEs.
- vi. Collating and reviewing the reports of the TAEs which must include analysis and interpretation of data.
- vii. Developing the draft Forest Clearance Proposal and share amongst team members for final feedback and ensuring completeness of the proposal.

- viii. Discussing the draft Forest Clearance Proposal with the concerned central/ state government for their acceptance.

B 2.1 Technical Area Expert – Land Use/Land Cover/ Remote Sensing -GIS (LU/LC/RS-GIS)

a. Educational qualifications specific to technical area

- i. Master's degree in science subjects - Mathematics, Botany, Zoology, Geology, Applied Geology, Statistics, Geo Informatics, Environment Management, Forestry or equivalent

Or

- ii. Bachelor's degree in technical subjects Civil Engineering / Physical Planning / Architecture / Town Planning/ Environmental Planning/ Environmental Engineering

b. Experience specific to functional area must include

- i. Minimum 3 Years of experiences in Land Use/Land Cover in forest and non-forest areas.
- ii. Complete understanding about the project specification, develop broad scoping of the project taking into consideration.
- iii. Meeting with Central/ State Governments for approval of Forest Clearance
- iv. Prepare Forest Clearance proposal conforming to Forest Conservation Act 1980 Rules and carry out the investigation operation as per the proposal
- v. Visiting the site for appropriate duration for supervising, selection of sampling locations and deciding the type of samples in consultation with the TAEs.
- vi. Developing the draft Forest Clearance Proposal and share amongst team members for final feedback and ensuring completeness of the proposal

B 2.2 Technical Area Expert - Ecology & Biodiversity (EB)/Wildlife (WL):

c. Educational qualifications specific to technical area

- i. Master's degree in life sciences like Zoology/ Botany/ Forestry/Environmental Science/ Ecology/ Natural Resource Management/ Ecology & Environment/ Ecology & Biodiversity/Wildlife or equivalent.

d. Experience specific to functional area must include

- i. Minimum 3 Years of experiences in the related field.
- ii. Basic knowledge of the forest and resource inventory
- iii. Conducting ecological/wildlife surveys and preparation of status reports for rare, endangered and threatened species of animals and plants and also species protected under national laws
- iv. Experience of providing guidance and support for conservation of species and their habitats
- v. Understanding of policies, guidelines and legislations related to ecology biodiversity conservation
- vi. Specialized training in the field of impact assessment and ecological monitoring will be an added advantage

B 3.0 Team Member (TM)

A provision of 'Team Member' has been included in the Scheme to provide opportunity to

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- c. Persons who have obtained eligibility qualifications but do not meet the experience requirement of TAE or EC
- d. This provision is only available for in-house experts

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- a. As the concept of TM has been introduced to enable experts to gain necessary experience, NABET should be informed after joining the agency / organisation / ACO / AO.
- b. The person to be proposed as a TM should meet the educational requirements of the Scheme for PC or TAE, as applicable.
- c. The TM has to get involved in the various functions of the PC and or TAE for obtaining the relevant experience.
- d. TM may be attached with an PC and/or a TAE. The name of the TM(s) must appear in the list of experts associated in the report.
- e. Information for associating a TM is to be submitted to NABET in a prescribed Format vide Annexure 14 with following details:
 - i. Declaration by the CEO/ authorized signatory of the AO/ ACO confirming the involvement of the team member in the project giving name of approved PC/ TAE with whom s/he is attached and the duration of involvement.
 - ii. Specific nature of work in which the TM will be involved with the PC or TAE.
- f. List of the persons being used as TM must accompany the application giving the name of the PC/TAE with whom the TM is attached.

B 3.2 Expected functions of team member

The team member (TM) is expected to be involved both in field work as well as in the discussions amongst the PC and the TAEs. Since s/he is expected to be knowledgeable in area of expertise, emphasis should be given to acquaint her/him on aspects, developing Forest Diversion Proposal.

QUALITY MANAGEMENT SYSTEM

Forest Clearance Agencies are advised to establish and maintain a Quality Management System (QMS) for their organization as the same offers the following benefits;

- Creates a culture of doing things right, the very first time.
- Inculcates the culture of “**saying, what we do and doing, what we say**”
- Increases system orientation and reduces person specific dependence.
- Encourages uniform knowledge sharing and develops skilled work force.
- Helps develop team spirit
- Reduces duplicate work and minimizes wastages.
- Improves quality of work and brand image.

QMS should be based on ISO 9001 while addressing specific requirements of NABET Scheme. Please note that if an organization is already ISO 9001 certified, guidelines C1 to C4 and C10 are normally addressed (which may please be checked). It is then required to develop procedures for the NABET specific items i.e., C5 to C9 and integrate them with the system meaning that these should also come under the ambit of auditing, document control, management review etc.

If an organization has not been initiated into the system-oriented approach of working which is documented, audited and reviewed, it needs to acquaint itself of ISO 9001 requirements. Such organizations may initially take the help of a consultant but MUST NOT OUTSOURCE THE WORK OF ESTABLISHING THE QMS to him to meet the requirements of the NABET Scheme. Such an approach will be counterproductive as the system so developed is less likely to be owned by the working team and would remain a standalone document. THE BEST WAY IS TO GET THE GUIDANCE OF A CONSULTANT BUT LET THE WORKING TEAM ESTABLISH THE SYSTEM.

A QMS is supported by a 3-tier documentation system

- The Quality Management System manual
- Procedures
- Work instructions/forms/formats/checklists to implement the procedures

Some organizations have included ‘Reference materials’ to their documentation system. Further explanation is given in D 2 below.

Guidelines given in **Appendix C** for various elements of the QMS and the explanation thereof are given below –

Guidelines for developing the QMS –

C1. QUALITY POLICY shall be defined to address at least following:

- a. Be appropriate to the Organization's purpose & context, and support its strategic direction
- b. Includes commitment for, continual improvement and satisfy applicable requirements
- c. Provide a framework for setting objectives and a review mechanism
- d. Be communicated and understood within the Organization
- e. Focus on customer satisfaction

C2. CONTROL OF DOCUMENTED INFORMATION SHALL GIVE PROCEDURES FOR:

- a. Uniquely identifying documents and records
- b. Approving documents prior to issue
- c. Distribution, access, retrieval and use
- d. Control of changes
- e. Reviewing and updating of documents, as required
- f. Retention and Disposition
- g. Ensuring quick availability of relevant revision of the document
- h. Storage, protection and retrieval of documented information and handling of outdated/superseded documents

C3. PERFORMANCE EVALUATION AND REVIEW SHALL GIVE PROCEDURES FOR:

- a. Fixing Key Performance Indicators (KPI) of experts involved and annual appraisal of the same
- b. Assessing / ensuring the quality of respective Forest Clearance Proposal prepared
- c. Periodic and systematic audit, both internal and external and follow up action for closure of Non-conformances (NCs)/ observations.
- d. Management review giving periodicity and issues to be taken up including feedback from User Agency on quality of respective proposal/ Service.

C4. ACTIONS TAKEN TO ADDRESS NON- CONFORMANCES– SHALL GIVE PROCEDURES FOR:

- a. Analyzing the NCs of internal audits as well as external audits including NABET to identify the causes and the actions to be taken,
- b. Identifying resources and other inputs required for such actions,
- c. Fixing the time frame and the responsibility for the actions,
- d. Ensuring the completion of the actions to be taken,
- e. Review the effectiveness of corrective actions taken
- f. Review risks, opportunities and overall QMS if required

C5. LEADERSHIP AND PLANNING SUPPORT & OPERATION- SHALL GIVE PROCEDURES FOR PLANNING, OPERATIONS & SUPPORT FOR DEFINED QMS INCLUDING ROLE AND ACCOUNTABILITY OF TOP MANAGEMENT.

- a. Accountability for Effective design and implementation of QMS is defined
- b. Use of process approach and risk-based thinking is evident
- c. System for effective communication is defined and implemented
- d. Risk Management process is established, that is linked to organizations context
- e. Interested parties for organization's QMS are identified and their inputs are captured to improve QMS

- f. System for change management is defined and implemented
- g. Shall determine, provide and maintain the infrastructure necessary for its operation and processes.
- h. Shall plan implement and control the processes needed to meet the requirements as per defined QMS

C6. COMPETENCE MANAGEMENT OF STAFF, EXPERTS AND OTHER PERSONS RELATED TO SCOPE OF QMS—SHALL GIVE PROCEDURES FOR:

- a. Define and provide the necessary persons needed for effective implementation of QMS
- b. Define the necessary competence (Education, experience and skills) for staff, experts and other persons whether in house or contractual, impacting the QMS of the organization,
- c. Assessing the work done by the prospective experts prior to their retention
- d. Framing the “terms of reference” for retention of the expert, including preparation of the report for her/his portion of the work,
- e. Assessing performance of the work done by the experts for the organization,
- f. Wherever applicable, take appropriate actions to acquire necessary competence and evaluate the effectiveness of actions taken
- g. Maintain appropriate documented information as evidence of competence.

C7. COLLECTION AND MEASUREMENT OF PRIMARY DATA -

‘Primary’ data will cover all forms of data collected through the fieldwork, for assessing the project area. The procedures for collecting primary data should include:

- a. Site visits by the respective Forest Diversion Proposal (FDP) Preparing team to familiarize about site conditions to plan for the respective Forest Diversion Proposal (FDP) selecting the number and location of monitoring stations and the type of sampling and parameters to be monitored
- b. Interpretation of data including statistical analysis to arrive at meaningful information
- c. Specifying as appropriate for the scope of Forest Diversion Proposal (FDP) methodologies to be followed and interpretation of the same.

C8. COLLATION, SYNTHESIS AND INTERPRETATION OF SECONDARY DATA -

Authenticity, credibility, appropriateness and relevance of the secondary data are the cornerstones of a good Geological Report. Secondary data shall be used to supplement the primary data and under no circumstances this shall be used as a replacement of primary data. This procedure should include information on:

- a. When secondary data would be resorted to
- b. Relevant secondary data to be collected as appropriate for study requirements
- c. Sources of secondary data ensuring their reliability and age
- d. Validation of important secondary data by cross verification at the site or from other sources
- e. Ensuring the brevity of the data (eliminating irrelevant information)
- f. It is a good practice to give reference to the source when secondary data is used.

C9. CONTROL OF EXTERNALLY PROVIDED PROCESS, PRODUCTS AND SERVICES

Organization shall give procedure to apply necessary controls for the externally provided processes, products and services.

The manual should mention procedures for:

- a. Defining the conditions when outsourcing would be resorted to

- b. Assessing the capability of the agency to take up the work to be outsourced
- c. Drawing up the terms of reference for the outsourced work
- d. Identifying steps to be taken to ensure the quality of the outsourced work
- e. Timely review, monitor and control on outsourced services as per defined QMS

C10. CUSTOMER SATISFACTION & COMPLAINTS– SHALL GIVE PROCEDURES FOR

- a. Monitor customers perceptions of the degree to which their needs and expectations are fulfilled.
- b. Informing the clients about the provision of complaints
- c. Accepting complaints
- d. Handling and disposal (including authority and responsibility) of the same within reasonable time
- e. Maintaining records of complaints
- f. Ensuring implementation of correction and corrective actions

INDICATIVE: FEES STRUCTURE: Category-A Forest Clearance Consultants Organization

S.No.	Aspect	Fees Applicable
A Initial Accreditation (IA)		
1	Application Fee	Up to 6 numbers proposed candidates –Rs. 20,000/
		More than 6 numbers proposed candidates – Rs. 30,000/
2	Stage II Assessment (Technical review)	Up to 6 numbers proposed candidates – 1x1 person days
		More than 6 numbers proposed candidates – 1x1.5 person days
3	Stage III Assessment (Site office assessment)	Up to 6 numbers proposed candidates – 1x2 person days
		More than 6 numbers proposed candidates – 2x 1.5 person days
4	Assessment report writing by assessor	1x 0.5 person days
B Surveillance Assessment (SA) – after 18 months		
1	Application Fee	NIL
2	SA assessment (Technical review)	1x1 person days
3	Stage III Assessment (Site office assessment)	1x1 person days
4	Assessment report writing	1x 0.5 person days
C Annual fee - includes accreditation and administrative costs.		
1	Accreditation and administrative cost	Category A Forest Clearance Consultants Organization - Rs. 50,000/
D Re-Accreditation Assessment (RA) - Renewal of Accreditation after 3 Years		
1	Application Fee	Up to 6 numbers proposed candidates –Rs. 20,000/
		More than 6 numbers proposed candidates – Rs. 30,000/
2	Stage II Assessment (Technical review)	Up to 6 numbers proposed candidates – 1x1 person days
		More than 6 numbers proposed candidates – 1x1.5 person days
3	Stage III Assessment (Site office assessment)	Up to 6 numbers proposed candidates – 2x1 person days
		More than 6 numbers proposed candidates – 2x 1.5 person days

4	Assessment report writing	Up to 6 candidates – 1x 0.5 person days
E	Supplementary assessment for Technical Area Expert (TAEs)	
1	Application Fee	NIL
2	Technical Review	1x0.5 person days
3	Interaction & Report making	1x 0.5 person days
F	Scope Expansion Application - for Accredited Consultant in Forest Clearance	
1	Application & Assessment Fee	for Forest Clearance Consultants Organization - 25000 (fixed)
G	Request for review of decision/ appeal by AO/ACO to NABET	
1	Application Fee	To apply in prescribed format - 25000 (fixed)
Travel and stay of assessors are to incurred by Applicant Organisation – at actual		

Fee Structure: Category-B Forest Clearance Consultants Organization

S.No.	Aspect	Fees Applicable
A	Initial Accreditation (IA)	
1	Application Fee	Up to 3 number candidates proposed –Rs. 10,000/-
2	Stage II Assessment (Technical review)	Up to 3 number candidates proposed – 1x1 person days
3	Stage III Assessment (Site office assessment)	Up to 3 candidates – 1x 0.5 person days
4	Assessment report writing by assessor	Up to 3 candidates – 1x 0.5 person days
B	Surveillance Assessment (SA) – after 18 months	
1	Application Fee	NIL
2	SA assessment (Technical review)	Compliance condition & Quality of work – 1 person days
3	Assessment report writing	Up to 3 candidates – 1x 0.5 person days
C	Annual Fee – Administrative Charges	
1	Accreditation and administrative cost	Category B Forest Clearance Consultants Organization - Rs. 30,000/

D		Re-Accreditation Assessment (RA-renewal of accreditation after 3 Years)
1	Application Fee	Up to 3 number candidates proposed –Rs. 10,000/-
		Exceeding 3 number candidates – as per Cat A Fee
2	Stage II Assessment (Technical review)	Up to 3 number candidates proposed – 1 person days
3	Stage III Assessment (Site office assessment)	Up to 3 number candidates proposed – 1x0.5 person days
4	Assessment report writing by assessor	Up to 3 number candidates proposed – 1x 0.5 person days
E		Supplementary assessment for Technical Area Expert (TAEs)
1	Application Fee	NIL
2	Technical Review	Up to 5 number candidates proposed – 1x 0.5 person days
3	Interaction & Report making	Up to 5 number candidates proposed – 1x 0.5 person days
F		Request for review of decision/ appeal by AO/ACO to NABET
1	Application Fee	To apply in prescribed format - 10000 (fixed)
Travel and stay of assessors are to incurred by Applicant Organisation – at actual		

Note:

1. Applicable tax/GST payable by the organization
2. Per Person per day charges are Rs. 18,000/-. Numbers of days for assessment are estimated based on the number of candidates to be interviewed, size of the organization, documents/laboratory to be seen etc. QCI/NABET reserves the right to revise the person day rate, if deemed necessary.
3. 'Candidates' mean personnel proposed/assessed as Project Coordinator (PC), TAEs and team members
 - Candidate - refers to all candidates proposed as Project Coordinator (PC), TAEs and team members in application
 - Candidate - refers to all candidates as a part of application in Stage I & II
 - Candidate - refers to all candidates assessed during office assessment
4. Economy class air fare/organization's guesthouse or Hotel (boarding and lodging, equivalent to 3-star facility), local travel by AC car/ taxis are paid at actuals by the applicant to NABET. The consultant organization will make the ticketing & other arrangements as per the requirements.
5. The annual fee for the first year is to be sent only after the receipt of confirmation from NABET of the applicant having been approved for accreditation. Certificate is sent after receipt of full fees and expenses at NABET.
6. Continuation of accreditation after SA and re-accreditation are given only on payment of all dues to NABET.
7. The fees paid are not refundable.

E. PROCESS FOR INITIAL ACCREDITATION, SURVEILLANCE ASSESSMENT AND RE-ACCREDITATION

E 1.0 ACCREDITATION CYCLE

In a **3 years cycle of accreditation** 3 types of assessments are carried out. These are:

Initial Accreditation (IA): In the IA, the potential of the applicant organization is assessed and based on that accreditation is granted. On successful completion of the initial assessment, an applicant organization is given accreditation for 3 years, subject to a surveillance assessment after 18 months. Details of IA are furnished below.

Surveillance Assessment (SA): SA is to assess performance after IA for continuation of accreditation. The objective is to judge to what extent the potential has been fulfilled i.e. its performance along with compliance to the conditions of accreditation. SA falls due 18 months after IA. Details of SA are furnished below.

Re-accreditation (RA): Following the principle of 'continual improvement', in RA the stress is on improvement achieved by the ACO during the period of accreditation. Since, the ultimate objective of the Scheme is to prepare credible Reports, RA accords progressively higher weightage to the same. RA comes 18 months after SA i.e., on completion of 3 years after IA. Details of RA are furnished below.

E 2.0 ASSESSMENT PROCESS

All the 3 types of accreditation mentioned above have the following 3 stages;

- i. **Stage I assessment:** scrutiny for completeness of applications and supporting documents by NABET secretariat
- ii. **Stage II assessment:** technical review of the documents is done by NABET assessor called the principal assessor (PA).
- iii. **Stage III assessment:** the office assessment is jointly conducted by PA and a co-assessor (CA) at the premises of the applicant.

These are explained in detail in following sections:

E 2.1 STAGE I ASSESSMENT: SCRUTINY FOR COMPLETENESS OF APPLICATIONS AND SUPPORT DOCUMENTS BY NABET SECRETARIAT

Applications submitted by an Applicant Organization (AO) must be complete in all respects including the support documents as mentioned in the checklist in **Annexure 11** of the Scheme. The main points to be kept in mind by the AO/ACOs are -

- a. Ensure that proposed candidates meet the requirements of the Scheme both in respect of qualification and experience for all Project Coordinator, TAEs, TM.
- b. Any organization to be accredited must have ONE approved in-house PROJECT COORDINATOR, ONE In-house TAE (LU/LC) as per the scheme requirement. The other TAE may be In-house or empanelled. The organization must cover remaining Technical Areas (TAs).
- c. CVs of experts must be submitted in Formats given in **Annexure 5**, as applicable. AOs/ACO are advised to provide specific experience separately for each functional/ technical area. An incomplete CV can delay the processing of the application or may also result in non-approval of candidate.
- d. Empanelled candidates must submit MoU, Declaration (**Annexure 12**), and NOC, where applicable, as per requirements of the Scheme

- e. Application must include proposal for eligible candidates to cover functional/ technical areas as per requirements of the Scheme.
- f. The QMS should address the procedures mentioned in **Appendix C** of this Scheme. The application must be accompanied by the QMS Manual of the organization.
- g. The Forest Clearance Consultants Organization must have an arrangement with a Government recognised/NABL accredited/ CSIR lab/Institution lab/University lab for the drill core analysis/ assaying . It can be an In-house or external laboratory. For NABL accredited laboratories, the certificate and scope of accreditation and for other laboratories submit a copy of the relevant Notification/ Document and also a copy for assessing the scope recognition.
- h. In case of applications from Universities and Research Institutes, their in-house laboratory may be considered. Such laboratories should be equipped with necessary equipment and instruments to carry out analyses of parameters required and have proper systems and staff for the same. These are visited by NABET assessors and based on their report a decision is taken by the accreditation committee.
- i. For external laboratory, a copy of the MoU between the AO/ACO and the laboratory must be submitted with the application for accreditation indicating clearly the duration and scope along with other relevant details (see section E 7.0 of Appendix E).
- j. Candidates seeking approval as Project Coordinator, TAE and TM based on her/his experience must submit relevant documents in support as specified in Scheme.
- k. Check lists of documents to be submitted with the application are given in Annexure 1, 2 and 3 for IA, SA and RA respectively and Annexure - 11.

E 2.2 Stage II – Technical review of documents by NABET assessor

Once the application is checked for its completeness by the NABET secretariat, the technical contents of the documents are assessed by the principal assessor for conformity with the Scheme. After the evaluation, NABET informs the AO of the non- conformances (NC) and/or observations, if any, in the specific format. The closure actions submitted by the AO/ACO are assessed for completeness by the principal assessor. Candidates not fulfilling the requirements of Scheme in Stage II in terms of qualification and experience are not eligible for Stage III assessment.

For NABET to proceed further to stage III assessment, the following must necessarily be available in the application:

- a. Eligible in-house and empanelled Project coordinator (PC).
- b. Proposed TAEs must meet the qualification and experience requirements the Scheme.
- c. Experience details of all proposed candidates as per prescribed formats.
- d. Completed QMS manual and laboratory details as per requirements of Scheme

Note:

An assessment fee is charged for the documentation review, as per details in **Appendix D**. In case the verification of the closure action proposed/submitted needs assessment of more than two proposed TAEs or one proposed Project Coordinator, additional fee is applicable.

E 2.3 Office assessment by NABET assessors

- a. After the successful closure of NCs and observations as mentioned above by the AO, NABET undertakes at least one full office assessment by a team of two or more Assessors. This includes interactions with the

- experts, verification of compliance to systems and procedures submitted with the application, field investigation practices, records, laboratory and office/support structure and the reports prepared by the AO
- b. Members of AC, TC, new assessors and NABET secretariat may also visit AO/ACO premises as observers, at NABET's cost, in case need arises.
 - c. During the Stage III assessment all in-house and empanelled Project coordinator, TAEs and team members proposed and fulfilling the requirements of the Scheme, interact with NABET assessors. Interaction may also become necessary with laboratory staff and personnel associated with QMS.
 - d. NABET informs the AO/ACO, at least 10 days in advance, the date of the office assessment. Sometimes, office assessment may have to be conducted with a notice of less than 10 days, if it is feasible for AO/ACO.
 - e. To keep the schedule of assessments, it is not possible to accept any postponement of assessment dates unless it clashes with public hearing or some extra-ordinary situation at the applicants' end that cannot be avoided.
 - f. If any candidate proposed for Project Coordinator and/or TAE is not available during the office assessment without formal intimation to NABET, his/her name respectively are not considered for approval. If leave of absence is sought from NABET in advance, such candidates may appear for interaction at a later date to be communicated by NABET.
 - g. During the interaction with experts, relevant documentary evidences of educational qualifications and experience are examined by the assessors. Hence, such documents should be kept readily available. The work experience may not be considered, if the candidates are unable to produce documentary evidence in support of their claim of experience.
 - h. In case the organization has offices at multiple locations, it must be clearly mentioned in the application giving address, location, services, staff etc. A partial assessment of a few selected locations may be conducted by NABET. The choice of locations is at the discretion of the NABET assessment team.
 - i. A NABET assessors may inspect the laboratory or an on-going base line data collection work, if required.
 - j. During the office assessment many documentary evidences are put up by the applicant in original. Also, certain clarifications/additional information are sought by the assessors from the applicant. All such documents in soft format (scanned copies, if applicable) must be submitted to NABET by the applicant within one week of the stage III assessment.
 - k. Non-conformance and observations may be raised by the assessors after the assessment or later, which are communicated to the AO/ACO by NABET. Closure actions on such NCs/Obs. must be sent to NABET by the AO within two weeks of the communication.
On receipt of closure of NCs/Obs. from the AO and clarifications/additional information from the assessors, if any, the case is put up to the accreditation committee for its review and decision.

E 3.0 Assessment process - Initial Accreditation (IA)

This is the first step of approval in the accreditation cycle. There are five key requirements for accreditation. The assessment criteria for these are elaborated in section C 3.1 to 3.5.

E 3.1. Human Resource

The candidates meeting the qualification and experience requirements specified in the Scheme are assessed by the principal and co-assessors broadly on following aspects -

- a. **Project Coordinators**— must have
 - i. Conceptual understanding of project requirements, process and outcome.
 - ii. Knowledge of the applicable Acts, Rules and Regulations governing the project.
 - iii. Domain knowledge

- iv. Understanding of the legislations and rules/regulations with respect

b. Technical area experts – must have:

- i. Knowledge of the functional/ technical area/s as applicable
- ii. Ability to identify and quantify impacts, where applicable
- iii. Ability to suggest/vet mitigation measures and clarity of role as TAE.
- iv. The capability of identifying the need of the project
- v. Understanding of the legislations and rules/regulations with respect to the technical areas.

c. Team members

They are met by the assessors during office assessment to assess their suitability for the role proposed, but not given any marks.

Note: Documentary evidences in support of work experience claimed would help assessment process.

E 3.2 Field investigations and data Management

To ensure data integrity, this section covers assessment of the following:

- a. Collection, quality assurance and interpretation of prospecting.
- b. Collation, synthesis and interpretation of secondary data if any.

E 3.2.1 Field investigation

Assessment for this section covers the following for quality assurance:

- i. Methodology for collection of data and involvement of FCC, FCA and TAEs for the data collection, and interpretation of the data for FCA proposal.

E 3.2.2 Collation, synthesis and interpretation of secondary data:

- i. Methodology for identification of sources,
- ii. Ground validation and
- iii. Interpretation of data

E 3.3 QUALITY MANAGEMENT SYSTEM (QMS)

Since the use of QMS in developing Forest Diversion Proposal is a comparatively recent approach, the emphasis is on the content and coverage of the systems and procedures developed and understanding of the same in the organization.

Assessment includes verifying whether all the requirements of **Appendix C** of the Scheme have been covered by documented procedures backed by forms/formats/check lists for implementation of the same; the quality of the content of the procedures developed; understanding of the system including organizational awareness of the QMS and action plan/status of implementation.

E 3.4 ORGANIZATIONAL COMMITMENT –

The following requirements aim to ensure the commitment from the accredited agencies towards continual improvement

a. Capacity building

- i. System of assessing performance of experts,
- ii. Identification of training needs and
- iii. Providing necessary training for enhancement of skill and competence to deliver quality reports.

b. Commitments towards quality of Reports

- i. Preparation of clear activity chart (with milestones) from start to completion for the projects;
- ii. Meeting/s with User Agency to ensure better coordination for execution of the project and recording the same;
- iii. System of learning from the comments of the meetings to improve the quality of reports.

c. Facilities –

- i. Use of appropriate tools and software
- ii. Provision of computing and internet and video conferencing facilities,
- iii. Library, documentation centre

E 3.5 Weightage of Marks

For weightage of marks for various aspects of assessment, please refer to:

a) **Category A Agency:** (Table 1 of section 7.1)

b) **Category B Agency:** (Table 2 of section 7.1)

NOTE:

- An AO must score a minimum of 50% in each aspect of assessment (S. No 1 to 6 of the table) for being considered for accreditation.
- For a candidate to get approved as PC & TAE, s/he must score minimum of 50%.
- For team member only approval will be granted.

E 3.6 Conditions to be fulfilled for initial accreditation

- a. In case the short fall concerns the QMS the AO is given 15 days' time to improve the QMS to meet the requirements of the Scheme
- b. NABET conducts one a day assessment at the premises of the AO within 3 months to find out level of understanding of the QMS in the organization and the action plan for implementation

E 3.7 Submission of complete application

An AO is required to submit a complete application-meeting requirement of the Scheme. In case the application is incomplete, the AO is informed by NABET of the aspects in which the same is incomplete. The AO is required to submit all details to make the application complete as early as possible for further processing of application. If the application remains incomplete even after six months from the date of initial application, it is treated as closed and the AO needs to submit a fresh application with requisite fees, should it wish to be considered for accreditation under the Scheme.

E 3.8 Self-assessment checklists

It is important that the application submitted by an applicant organization is complete in all respects, which would facilitate quick processing of the same. Also, it helps the organization in facing office assessment by NABET assessors if it is well prepared for the same. To help the organizations on the above, self-assessment formats have been developed both for completeness of application and for preparedness for assessment by NABET for IA, SA and RA and are given in **Annexure 11**.

E 4.0 Assessment process - surveillance assessment

Surveillance assessment (SA) falls due after 18 months of initial accreditation (which is effective from the date of office assessment for initial accreditation). Application for SA in prescribed format, accessible from QCI/NABET website, is required to be submitted to NABET at least 3 months before the due date i.e. 15 months after IA. The application must be complete with all relevant documents which include a list of Reports prepared after IA, list of experts involved in the Report's preparation, copy of the QMS manual, details about laboratory arrangements, etc. A checklist of the documents to be submitted is given at **Annexure 2**.

SA cannot proceed in the following cases:

- i. Non-submission of satisfactory response to NC/ Obs. of IA/ RA
- ii. Government recognised/NABL accredited/ CSIR lab/Institution lab/ University labs have not been used.
- iii. Non-compliance to conditions of accreditation and non-payment of pending dues
- iv. Non-fulfillment of requirements of technical areas
- v. Non-fulfillment of requirements of PC and TAEs

Note:

- i. In the event, an approved expert has left the ACO three months prior to the date of application for SA, an ACO can put up a proposal for approval of an alternative eligible In-house/emp.
- ii. In event of resignation of any of the approved PC/TAE, earlier than 3 months prior to the date of application of SA, replacement to be proposed by the ACO within defined timeline.

There are five key requirements in SA for continuation of accreditation. These are detailed in E 4.1 to E 4.5.

E 4.1 Performance of approved experts

The PC and TAEs experts approved in the SA are assessed by the principal and co-assessors on the following aspects -

a. Project Coordinators must have:

- i. Site familiarity through visit to the site to plan for Forest Diversion Proposal.
- ii. Completeness of impact assessment covering all aspects in respect of physical, ecological, social and risk related issues.
- iii. Completeness, addressing all impacts along with budgetary projections and monitoring plan

b. Technical area experts (Forest Clearance) must have:

- i. Visited the site for familiarization and involvement for FCA proposal
- ii. Identified and quantified impacts, where applicable
- iii. Made contribution to respective Report's preparation.

Note:

- a. Documentary evidences in support of work carried out during period under SA must be available for PC/ TAEs

E 4.2 FIELD INVESTIGATIONS AND DATA MANAGEMENT

Collection of quality data is of crucial importance for preparing Forest Diversion Proposal.

A good understanding of the project based on visit to the project site by approved PC/TAE is of utmost importance for developing the scope of study and for primary data collection.

E 4.3 Quality management system

This includes compliance to the various procedures developed during the initial accreditation process in the Quality manual of the ACO.

Address various elements of QMS as required under The NABET Scheme **Appendix C**.

The ACO is also expected to demonstrate corrective action and preventive action taken for deficiencies pointed out in QMS during initial accreditation with relevant documents, if applicable.

E 4.4 ORGANIZATIONAL COMMITMENT

Assessment criteria for this are similar to that in IA namely capacity building for PC / TAEs/ TMs, commitments towards quality of Reports and facilities provided, with stress on implementation since being accredited.

E 4.5 COMPLIANCE TO CONDITIONS OF ACCREDITATION (SURVEILLANCE ASSESSMENT OR SA)

Assessment to cover the conditions of accreditation mentioned in the NABET's letter of IA. It broadly includes timely information and replacement by the ACO of approved experts leaving the organization; utilizing only approved experts of appropriate area for preparing Forest Diversion Proposal; providing statement countersigned by PC and TAEs involved in preparation of Forest Diversion Proposal in prescribed Format at the beginning of the Forest Diversion Proposal and after timely payment of all dues to NABET.

For weightage of marks for various aspects of assessment, please refer to:

Category A Consultants: (Table1 of section 7.1)

Category B Consultants: (Table 2 of section 7.1)

Note:

- a. An ACO must score minimum 50% in each of the 6 aspects as mentioned above for continuation of the accreditation/approval status (for experts) in the same category.
- b. In case the ACO scores less than 50% marks in any aspect it may be given an opportunity of personal hearing by the AC to explain its case. The accreditation may or may not be continued as per decision of AC.
- c. If an ACO scores less than 50% marks in any of the above aspect/s, the accreditation cannot be continued.
- d. In case of shortfalls of marks i.e. below 50%, the following provisions apply –
 - Considering that QMS is a new concept, if the ACO scores less than 50% in QMS and submit the revised QMS to NABET meeting the requirements of the Scheme. Awareness of the revised QMS and implementation status is assessed by NABET assessors at the premises of the ACO. The ACO needs to score 50% or more in this assessment to retain the accreditation granted to it.
 - If the ACO scores less than 50% marks in any aspect other than QMS, it may be given an opportunity of personal hearing by the AC to explain its case before the final decision on the case.

E 4.6 Conditions to be fulfilled for continuation of accreditation -

- a. In case a major non-compliance/discrepancy/mis-representation of facts is observed in Forest Diversion Proposal prepared by ACO during period under surveillance, the accreditation may not be continued. However, the ACO may be given an opportunity of personal hearing before final decision is taken by accreditation committee.
- b. The ACO is informed of the scores of Stage III assessment for the organization as well as individuals with comments on areas of improvements, if any. In case an ACO is not approved and wishes to re-apply or

upgrade from category B to category A, it may do so after a gap of 3 months and on ensuring that the shortcomings mentioned have been adequately addressed. The organization is subsequently assessed as per SA norms. Fees as per SA are applicable.

E 4.7 Scoring requirements for experts/candidates -

- i. If a candidate/expert assessed for PC or TAE score less than 50% in stage III assessment, s/he will not be approved under the Scheme.
- ii. If an approved expert assessed in SA gets 50% or more, her/his approval gets continued in the same category as in IA.
- iii. An expert approved in category B seeking up-gradation to category A may be proposed by the ACO for the same either in the next assessment (RA) or after a gap of 3 months from the date of last assessment provided s/he meets the qualifications and experience requirements for cat. A for an PC/TAE, as applicable.
- iv. Up-gradation of PCs and TAEs from cat. B to cat. A – an expert approved in category B and seeking to be upgraded to category A may be considered with the SA or RA application provided s/he meets the qualifications and experience requirements for Cat. A PC/ TAE, as applicable. To meet the requirements of a cat. A, an expert to upgrade from B to A, a candidate may work as Project Coordinator/ Technical area expert (TAE) under an approved expert in a category B scheme for at least 3 years. Necessary documents on additional experience since last assessment are to be submitted along with the application.

E 4.8 Submission of application for SA

- An ACO is required to submit its application for surveillance assessment three months in advance from the date on which SA falls due. In case the application is not received till the date when SA falls due, the ACO is given a 15 days' notice followed by a reminder notice of another 15 days. In case the application is not received even after the reminder notice, accreditation may be called off.
- If the ACO does not submit the complete application for SA even on expiry of 3 months after the SA falls due, the case is treated as closed and the name of the organization removed from the ACO list. The ACO needs to apply afresh with requisite application fees if it wishes to be considered for accreditation under the Scheme and is assessed as per IA norms.
- In case an ACO submits the application in time but the same is incomplete in terms of details to be submitted, the ACO is given a 15 days' notice followed by a 2nd notice of 15 days. In case the application is not complete even after the 2nd notice, same procedure as in a) and b) above applies.
- In case recruitment of expert/s is needed for completeness of the requirement of the Scheme, the ACO is given 3 months' time for recruitment of new expert. If the application remains incomplete after 3 months, same procedure as in a) and b) above applies.
- For an ACO falling under a), b) and c) above, irrespective of when the complete SA application is submitted the next assessment namely re-accreditation falls due as scheduled i.e. 36 months after IA.

E 4.9 Self-assessment checklist

Self-assessment checklist for completeness of application and for preparedness of the ACO for assessment by NABET for SA is given at **Annexure 11**.

E 5.0 Assessment process: Re- accreditation

Accreditation cycle under the Scheme is 3 years and re-accreditation (RA) falls due after 3 years of initial accreditation. Application for RA in prescribed format, posted on QCI/NABET website, is required to be submitted to NABET three months before the due date after IA. The application must be complete with all relevant documents which include a list of Forest Diversion Proposal prepared since IA in first accreditation cycle and from RA in subsequent accreditation cycle, list of experts involved, copy of the QMS manual, details about laboratory arrangements, etc. A checklist of the documents to be submitted is given at **Annexure 3**.

For becoming eligible for RA, an ACO must meet the following requirements –

- i. All NCs/Obs. issued in SA have been closed satisfactorily
- ii. Only Government recognised/ NABL accredited/ CSIR lab/ Institution lab/ University lab been used after SA.
- iii. The ACO has at requisite number of PC and TAEs
- iv. The ACO has made all the payments due to NABET

Note

- i. Considering a situation that an approved expert may have left the ACO in recent past (3 months prior to the date of application) and it did not have enough time to get an alternate candidate approved, if an ACO puts up in its application eligible in-house/emp. candidates for the applicable core and significant FAs, it may be accepted.
- ii. In event of resignation of any of the approved PC/ TAE more than 3 months prior to the date of application, replacement is to be proposed by the ACO within defined timelines.

Re-assessment broadly follows the criteria of initial assessment with emphasis in improvements achieved. This includes performance of approved experts, implementation of QMS, integrity of field investigation and laboratory work, quality of Forest Diversion Proposal completed since accreditation and organizational commitment towards developing quality Forest Diversion Proposal.

There are six key requirements in RA assessment for re-accreditation. These are detailed in C 5.1 to C 5.5.

E 5.1 Performance of approved experts

- i. **Project Coordinators (Forest Clearance)** Updation in knowledge about regulations & development in respective field
- ii. FCA proposal inputs

a. Technical area experts (Forest Clearance)

- i. Updation about regulations & on latest developments in the concerned area
- ii. Site familiarity and role in collection/ supervision of primary data
- iii. Documentary evidences in support of work carried out during period under RA must be available for PC/TAEs.

E 5.2 Quality management system

This includes implementation and compliance to the updated QMS including NC/Obs. issued in SA, if any. The stress is on assessing improvements in implementation of QMS across the organization and whether all requirements of **Appendix C** of the Scheme are addressed.

E 5.3 Organizational commitment –

Assessment criteria are similar to that for SA. Stress is on how effective is the implementation of the systems adopted and improvements achieved since SA.

E 5.4 Improvements achieved –

Assessment would include improvements made since IA in the areas of

- i. Performance of approved experts
- ii. Quality of baseline data
- iii. Enabling factors including facilities provided
- iv. Quality of Forest Diversion Proposal

E 5.5 COMPLIANCE TO CONDITIONS OF SA

During stage II and stage III assessments, compliance to the conditions given after SA for continuation of SA is seen for the ACO to be eligible for RA but no marks are given.

E 5.6 WEIGHTAGE OF MARKS:

Category A Consultants: (Table1 of section 7.1)

Category B Consultants: (Table 2 of section 7.1)

E 5.7 CONDITIONS TO BE FULFILLED FOR RE-ACCREDITATION

- i. An ACO needs to score 50% or more in each aspect of assessment as mentioned above for being considered for re-accreditation.
- ii. In case the ACO scores less than 50% marks in any aspect it may be given an opportunity of personal hearing by the AC to explain its case.
- iii. Requirements for laboratory arrangement, minimum IH employees and experts to cover the functional/technical areas shall be same as those mentioned for IA and SA above.
- iv. In case a major non-compliance/discrepancy/mis-representation of facts is observed in Reports prepared by ACO during period under assessment, renewal of the accreditation may not be considered. However, the ACO may be given an opportunity of personal hearing before final decision is taken by Accreditation Committee
- v. Above conditions are in addition to requirements of initial accreditation, which are also applicable.

E 5.8 ADDITIONAL POINTS FOR RE-ACCREDITATION

Additional points for Project coordinators and Technical area experts: category A and B

- a. If a candidate/expert assessed for a PC or TAE score less than 50% in stage III assessment, s/he is not approved under the Scheme.
- b. Up-gradation of PCs and TAEs from cat. B to cat. A – an expert approved in category B and seeking to be

upgraded to category A may be considered with the SA or RA application provided s/he meets the qualifications and experience requirements for Cat. A PC/ TAE, as applicable. To meet the requirements of a cat. A, an expert to upgrade from B to A, a candidate may work as Project Coordinator/ Technical area expert (TAE) under an approved expert in a category B scheme for at least 3 years. Necessary documents on additional experience since last assessment are to be submitted along with the application.

- c. The AO/ACO is informed of the scores of stage III assessment for the organization as well as individuals with comments on areas of improvements, if any. In case an AO/ACO is not approved and wishes to re-apply, it may do the same after a gap of 3 months ensuring the shortcomings mentioned have been adequately addressed. The same applies for individuals as well. A similar approach is followed if a consultant organization accredited in category B wishes to upgrade itself to category A. Assessment is carried out as per RA/SA/IA norms, as applicable.

E 5.9 TIMELY SUBMISSION OF APPLICATION

The application from an ACO for RA should be received 3 months prior to the date when the RA falls due.

E 5.10 SELF-ASSESSMENT CHECKLIST

Self-assessment checklist for completeness of application and for preparedness of the ACO for assessment by NABET for RA is given at **Annexure 11**.

E 6.0 ASSESSMENT OF CANDIDATES FOR DIFFERENT ORGANIZATIONS

Organizations are accredited mainly on the basis of quality of their personnel, apart from other facilities/ capabilities available. An individual's contribution in the Forest Diversion Proposal preparation is assessed in the context of overall capability and resources of the organization. The conditions for approval of individual in-house and empanelled experts are explained below:

- a. **For in-house experts** –Approval of in-house experts (PC or TAE) would be 'co-terminus' with her /his leaving the parent consultant organization, where the expert is assessed i.e. approval status of any 'approved' expert leaving the parent organization ceases. However, such an expert may be proposed as a fresh candidate by a new AO/ ACO and would undergo assessment as per the Scheme
- b. **For empanelled experts** –The number of AO/ACOs that an empanelled expert may be associated with is explained at section 5.1.5 of Scheme above. In case an empanelled expert applies on behalf of a fresh AO/ACO, s/he would undergo assessment accordingly. The new AO/ACO proposing her/his candidature need to enclose the current empanelment status of the expert and also prior history of empanelment, if any, duly signed by both, the expert concerned and the CEO/ authorized signatory of the AO/ ACO. Assessment of a candidate for an organization is carried out in context of the scheme, the documentary evidence submitted in support of the experience, performance/ quality of work carried out for other AO/ACOs with whom the expert is/was associated, and how s/he fares in the interaction with the NABET assessors during stage III assessment. It is, therefore, not guaranteed that if one is approved for certain technical area with an ACO, automatically gets approved for such technical areas for another AO/ACO.

The candidates (in-house or empanelled) who were approved earlier and have shifted organization, can be utilized in Forest Clearance Proposals preparation process by the new organization wherein they have joined, only after following the defined approval process.

E 7.0 MOU/AGREEMENT /NOC

E 7.1 BETWEEN AO/ACO AND EMPANELLED EXPERT –

In case an AO/ACO utilizes an empanelled expert, there must be an MOU/Agreement between them addressing the following to be submitted with the application–

- a. Name of the expert & AO/ ACO
- b. Name of technical areas for which services are provided
- c. Scope of services covered
- d. Duration of association
- e. Specific roles & responsibilities of empanelled expert
- f. Signature of empanelled expert & CEO/ Head of ACO
- g. All payments to the empanelled experts for services rendered to be made through Bank.

E. 7.2 BETWEEN AO/ACO AND SURVEY AGENCY –

In case an AO/ACO utilizes an external survey agency, there must be an MOU/Agreement between them addressing the following to be submitted with the application–

- a. Name of the expert & AO/ ACO
- b. Name of technical areas for which services are provided
- c. Scope of services covered
- d. Duration of association
- e. Specific roles & responsibilities of surveying agency
- f. Signature of Survey Organization & CEO/ Head of ACO
- g. All payments to the Survey Organization for services rendered to be made through Bank.

E 8.0 Further classification of consultants

It is proposed to further classify the consultants in more detail to afford the User Agency to select the right consultant with right degree of expertise, experience, systems and facilities. The accredited consultants are, therefore, advised to keep the QCI – NABET informed of the projects carried out by them, the number of Forest Diversion Proposal approved by the Govt., improvements in their organization and other relevant information, on yearly basis.

E 9.0 Cases of re-application/up-gradation from Cat B to Cat A

- i. **For individuals** – the cases of individual candidates who fail to get approved in category A or in any category, may be applied by the ACO after 3 months of earlier results being put up on QCI-NABET website, making sure that the shortcomings of the assessment have been addressed. Details of experts as per requirements of IA/SA/RA norms are to be submitted by the ACO, as applicable and they undergo assessment accordingly, either at ACOs premises or at NABET office. Requisite application fees are applicable.

Annexures

Application Form for NABET Initial Accreditation

(Kindly attach separate sheets if necessary, for more information)

1. Name and Address of the Consultant organization

a. Head Office

b. Branch Office

Affix Passport Size
photograph of the
contact person

2. Name of the Head of the Organization

3. Contact person details

Name: _____

Address: _____

Tel No. _____ Mobile _____

Email _____

4. Legal Status of the organization (please mark (v) the appropriate status)

- a) Public/Private
 b) Company/Partnership/Proprietorship/Registered Society
 c) Research/Academic Institute
 d) Industry Association
 e) Others (please specify and attach necessary evidence)

5. Date of Registration / Incorporation (attach copy of certificate of incorporation/registration)

DD

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 YYYY

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6. Established in Year _____

7. Services provided by the Organization _____

8. Number of Employees

- a. Total
 b. For Forest Clearance activities

9. Annual Income of the organization in Indian Rupees (attach balance sheet and IT returns for the last 3years)

10. Organization Structure (with details of locations/associates etc.). For multi-functional organizations, the organization structure of the stream related to Forest Clearance work may be detailed out (**attach organizationchart and other details**).

Category A: Abbreviation for Technical/ Functional Areas

Sl. No.	Functional area/ Services	Abbreviation
1	Forest Clearance Coordinator	FCC
2	Forest Clearance Adviser	FCA
3	Land Use/ Land Cover mapping using Remote Sensing & GIS	LU/LC/RS-GIS
4	Wild Life Management	WLM
5	Ecology & Biodiversity	EB
6	Socio-Economics / Replacement & Rehabilitation	SE/R&R
7	Geology/Hydrogeology	GEO/HG

Category B: Abbreviation for Technical/ Functional Areas

Sl. No.	Functional area/ Services	Abbreviation
1	Forest Clearance Coordinator/ Forest Clearance Advisor	FCC/FCA
2	Land Use/ Land Cover mapping using Remote Sensing & GIS	LU/LC/RS-GIS
3	Wild Life Management	WLM
4	Ecology & Biodiversity	EB

11. Technical Expertise (full time employees and/ or empanelled) available with the organization (attach CVs) for experts' qualification, experience, exposure etc. In case of empanelled experts, please also attach declarations of Project Coordinators/ Technical Area Experts of their association with your organization and with others, in the format given in)

Project Coordinator

S. No	Name	In-house	CV Attached
			Y / N
			Y / N

Technical Area Expert/(s) Please use abbreviations mentioned above (Abbreviation for Technical/ Functional Areas) or Refer section 5.1.2 Technical Area Experts (TAEs) of Scheme:

S. No	Name	In-house	Area of Expertise	CV Attached
				Y / N
				Y / N

Technical Area Expert/(s) Please use abbreviations mentioned above (Abbreviation for Technical/ FunctionalAreas) or Refer *Documentary evidence for the stated experience, exposure and training of the*

S. No	Name	In-house / Empanelled	Area of Expertise	CV Attached
				Y / N
				Y / N

proposed PC Coordinators and Technical Area Experts to be provided to NABET Assessors during assessment.
 section 5.1.2 Technical Area Experts (TAEs) of Scheme:

12. How do you get field monitoring done to collect physical data?

In-house

External Agency

12.1 If external survey agency, please submit copies of MoU and scope coverage. Please submit a copy of the relevant document for the scope recognition.

13. Furnish details of Instruments/ software available:

S. No	Name of Instruments/software	Upload Relevant Document/ License

14. Organization's experience in Forest Diversion Proposal preparation:

S. No	Name of FC Proposal	Client Name	Report Type	Period	Completion Certificate from Client	Upload Report

15. Forest Diversion Proposal/ studies carried out in last three years -

a. Numbers of Forest Diversion Proposal prepared

16. Enclose a copy of one Forest Diversion Proposal (soft copy) and list of reports prepared by the Organization in the preceding two years from the date of application.

17. Enclose a copy of Quality Management System Manual (Refer **Appendix C** of Scheme)

18. Declaration:

We have carefully read all NABET guidelines of Accreditation Scheme for Forest Clearance Consultants Organization. The conformity of eligibility of the experts proposed, employment status of proposed experts to the requirements of the Scheme, has been verified by us at our end.

We agree to code of conduct terms in clause no. 11.0. We confirm that the information provided in the application in support of the application is correct to the best of our knowledge and belief.

We authorize NABET to make any enquiry as deemed fit as part of the reviewing process. We understand that in case any information is found to be incorrect, it may result in rejection of this application and/or disqualification. We authorize NABET to utilize the information provided in this application for legal, research, training, sharing with concerned ministry and/or for any other purpose as may be deemed fit by NABET.

If accredited, we commit to notify NABET immediately of any changes in the status where information regarding such changes, if declared may affect the consideration for accreditation of the organization.

Name
Designation
Organization
Date
Signature

Ensure that the following are enclosed with the application: -

Application to be submitted in soft only. Hard copies of documents to be submitted only if specifically asked for by NABET.

Documents to be enclosed	Yes/ No
Filled in Application form with the photograph of the contact person (Annexure 1)	
Application fees	
Copy of the legal Status of the organization including the date of registration/ incorporation	
Organization's Balance Sheet and Income Tax Returns, for the last three years (depending on date of registration of organization)	
Organizational structure with respect to the people involved.	
Annexure 5 - signed resume of Project Coordinator/s (PC) with photographs	
Annexure 5 - signed resume of Technical Area Experts with photographs	
Annexure 12 - Declaration of empanelled Technical Area Experts of their association with applicant organization AO or other organizations, if applicable. Also, a NOC, as applicable.	
Copy of the certificate, scope of accreditation for NABL accredited laboratories and MoU/ Agreement	
Copy of the MoU for Survey Engagements, scope of work covered under the MoU/ Agreement	
For Government recognised/ CSIR lab/ Institution lab/ University lab, submit a copy of the relevant Notification/ Document and also a copy for assessing the scope recognition.	
QMS Manual meeting the requirements of Appendix C of the Scheme	
Names of models/ software being used for generation/interpretation of data	
Copies of promotional material, if any.	

Application Form for NABET Surveillance Assessment

(Kindly attach separate sheets if necessary, for more information)

1. Name and Address of the Consultant organization/ Forest Clearance Consultants Organization

a. Head Office

b. Branch Office

Affix Passport Size
photograph of the
contact person

2. Name of the Head of the Organization

3. Contact person details

Name: _____

Address: _____

Tel No. _____ Mobile _____

Email _____

4. Legal Status of the organization (please mark (v) the appropriate status)

- a) Public/Private
- b) Company/Partnership/Proprietorship/Registered Society
- c) Research/Academic Institute
- d) Industry Association
- e) Others (please specify and attach necessary evidence)

5. Date of Registration / Incorporation (attach copy of certificate of incorporation/registration)

DD

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 MM

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 YYYY

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6. Established in Year _____

7. Services provided by the Organization

- a) Before initial accreditation _____
- b) After initial accreditation (new fields ventured in) _____

8. Initial Accreditation/Re-accreditation:
- Effective from (DD/MM/YYYY):
 - Previous Assessment -AC MoM - (DD/MM/YYYY):
 - Additional (Supplementary /Expansion of Scope) Assessment -AC MoM-(DD/MM/YYYY):
9. Annual Income of the organization in Indian Rupees (attach balance sheet and IT returns for the last 3 years)

Income	FY	FY	FY
Total Income (INR)			
Forest Diversion Proposal preparation related Income (INR)			

10. Organization Structure (with details of locations/associates etc.). For multi-functional organizations, the organization structure of the stream related to Forest Clearance work may be detailed out (**attach organization chart and other details**).

Category A: Abbreviation for Technical/ Functional Areas

Sl. No.	Functional area/ Services	Abbreviation
1	Forest Clearance Coordinator	FCC
2	Forest Clearance Adviser	FCA
3	Land Use/ Land Cover mapping using Remote Sensing & GIS	LU/LC/RS-GIS
4	Wild Life Management	WLM
5	Ecology & Biodiversity	EB
6	Socio-Economics / Replacement & Rehabilitation	SE/R&R
7	Geology/Hydrogeology	GEO/HGL

Category B: Abbreviation for Technical/ Functional Areas

Sl. No.	Functional area/ Services	Abbreviation
1	Forest Clearance Coordinator/ Forest Clearance Adviser	FCC/FCA
2	Land Use/ Land Cover/ Remote Sensing &GIS	LU/LC/RSG
3	Ecology & Biodiversity	EB
4	Wild Life Management	WLM

11. **Compliance to following conditions of Accreditation**

Sl. No.	Description	Yes/No	Attach doc evidence, if applicable
1	Timely information and replacement of changes in approved experts		

2	All applicable TAs are covered by approved experts/eligible candidates		
3	Inclusion of names of Project Coordinator & TAEs Forest Diversion Proposal in the prescribed format		
4	Timely payments to NABET		

12. Number of Employees/ Experts:

a) Total Employees/ Experts:

b) For Forest Diversion Proposal preparation activities:

Experts	In-house	Empanelled	Total
Project coordinator (PC)			
Technical area experts (TAE)			
Team Members (TM)			
Total			

c) Project Coordinator available with the Organization (Approved/ Applied)

S. No	Name	In-house (GEO)	Approved/ Applied	CV Attached
				Y / N
				Y / N

d) **Technical Area Expert/(s)available with organization:** Please use abbreviations mentioned above (Abbreviation for Technical/ Functional Areas) or Refer section 5.1.2 Technical Area Experts (TAEs) of Scheme:

e) **Technical Area Expert/(s)available with organization:** Please use abbreviations mentioned above

S. No	Name	In-house / Empanelled	Area of Expertise	Approved/ Applied	CV Attached
					Y / N
					Y / N

(Abbreviation for Technical/ Functional Areas) or Refer section 5.1.2 Technical Area Experts (TAEs) of Scheme:

f) **Team members available with organization:**

(to make sure that the TM proposed meets the qualification requirements)

S. No	Name	In-house / Empanelled	Qualification/ Experience	Approved/ Applied	CV Attached
Project Coordinator					
					Y / N
With Technical Area Expert(s)					
					Y / N

g) New Candidates proposed:

Sl. No.	Name	In-house/ Emp.	Area of Expertise/ Qualification	CV Attached
Project Coordinator (PC)				
				Y/N
				Y/N
Technical Area Expert(s)				
				Y/N
				Y/N
Team Member				
				Y/N
				Y/N

Documentary evidence for the stated experience, exposure and training of the proposed Project Coordinator and Technical Area Experts to be provided to NABET Assessors during assessment

13. If external survey agency, please submit copies of MoU and scope coverage. Please submit a copy of the relevant document for the scope recognition.

14. Furnish details of Instruments/ software available:

S. No	Name of Instruments/prediction model/software	Upload Relevant Document/ License

15. Organization's experience in Forest Diversion Proposal preparation:

Version – 1: Scheme for Accreditation of Forest Clearance Consultants Organization

S. No	Name of Report	Client Name	Report Type	Period	Completion Certificate from Client	Upload Report

16. Forest Diversion Proposal/ studies carried out in last 18months–

a. Numbers of proposals prepared

17. Enclose a copy of one Forest Diversion Proposal (soft copy) and list of reports prepared by the organization in the preceding year from the date of Initial Accreditation.

Enclose a copy of Quality Management System Manual (**Refer Appendix C of Scheme**)

18. Declaration:

We have carefully read all NABET guidelines of Accreditation Scheme for Forest Clearance Consultants Organization. The conformity of eligibility of the experts proposed, employment status of proposed experts to the requirements of the Scheme, has been verified by us at our end. We agree to code of conduct terms in clause no. 11.0.

We confirm that the information provided in the application in support of the application is correct to the best of our knowledge and belief.

We authorize NABET to make any enquiry as deemed fit as part of the reviewing process. We understand that in case any information is found to be incorrect, it may result in rejection of this application and/or disqualification. We authorize NABET to utilize the information provided in this application for legal, research, training, sharing with concerned ministry and/or for any other purpose as may be deemed fit by NABET.

If accredited, we commit to notify NABET immediately of any changes in the status where information regarding such changes, if declared may affect the consideration for accreditation of the organization.

Name

Designation

Organization

Date

Signature

Checklist of Enclosures – Surveillance Assessment

Ensure that the following are enclosed with the application: -

Sl. No.	Documents to be enclosed	Yes/ No / Give Ref.
	For Government recognized/ CSIR lab/ Institution lab/ University lab, submit a copy of the relevant Notification/ Document and also a copy for assessing the scope recognition.	
	Copy of the Accreditation certificate, scope of accreditation and MoU/ Agreement for NABL accredited laboratories utilized	
	Copy of the MoU for Survey Engagements, scope of work covered under the MoU/ Agreement	
	QMS Manual meeting the requirements of Appendix C of the Scheme	
	Annexure 5 and Annexure 11 : Resume, Experience Details and Declaration	
	Annexure 5, Annexure 9 – Resume and work details for approved Project Coordinator (PC), if s/he has carried out work after IA	
	Annexure 5, Annexure 10 – Resume and work details for approved TAE, if s/he has carried out work after IA	
	Annexure 6 - List of Forest Diversion Proposal prepared/completed during the period between IA to SA giving requisite details	
	Soft copy of 2 Forest Diversion Proposal (as identified by NABET) with declaration by names and signatures of experts involved in the preparation of Forest Diversion Proposal	

Application Form for NABET Re-Accreditation

(Kindly attach separate sheets if necessary, for more information)

1. Name and Address of the Consultant organization/ Forest Clearance Consultants Organization

a. Head Office

b. Branch Office

Affix Passport Size
photograph of the
contact person

2. Name of the Head of the Organization

3. Contact person details

Name: _____

Address: _____

Tel No. _____ Mobile _____

Email _____

4. Legal Status of the organization (please mark (v) the appropriate status)

- a) Public/Private
- b) Company/Partnership/Proprietorship/Registered Society
- c) Research/Academic Institute
- d) Industry Association
- e) Others (please specify and attach necessary evidence)

5. Date of Registration / Incorporation (attach copy of certificate of incorporation/registration)

DD

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 YYYY

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6. Established in Year _____

7. Services provided by the Organization

- a) Before initial accreditation _____
- b) After initial accreditation (new fields ventured in) _____

8. Initial Accreditation/Re-accreditation:

- a) Effective from (DD/MM/YYYY):
- b) Previous Assessment -AC MoM - (DD/MM/YYYY):
- c) Additional (Supplementary) Assessment -AC MoM-(DD/MM/YYYY):

9. Annual Income of the organization in Indian Rupees (attach balance sheet and IT returns for the last 3 years)

Income	FY	FY	FY
Total Income (INR)			
Forest Diversion Proposal preparation related Income (INR)			

10. Organization Structure (with details of locations/associates etc.). For multi-functional organizations, the organization structure of the team related to Forest Clearance work may be detailed out (**attach organization chart and other details**).

Category A: Abbreviation for Technical/ Functional Areas

Sl. No.	Functional area/ Services	Abbreviation
1	Forest Clearance Coordinator	FCC
2	Forest Clearance Adviser	FCA
3	Land Use/ Land Cover mapping using Remote Sensing & GIS	LU/LC/RS-GIS
4	Wild Life Management	WLM
5	Ecology & Biodiversity	EB
6	Socio-Economics / Replacement & Rehabilitation	SE/R&R
7	Geology/Hydrogeology	GEO/HGL

Category B: Abbreviation for Technical/ Functional Areas

Sl. No.	Functional area/ Services	Abbreviation
1	Forest Clearance Coordinator/ Forest Clearance Adviser	FCC/FCA
2	Land Use/ Land Cover/ Remote Sensing & GIS	LU/LC/RSG
3	Ecology & Biodiversity	EB
4	Wild Life Management	WLM

11. Compliance to following conditions of Accreditation

Sl. No.	Description	Yes/No	Attach doc evidence, if applicable
1.	Timely information and replacement of changes in approved experts		
2.	All applicable TAs are covered by approved experts/eligible candidates		

3.	Timely payments to NABET		
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12. Number of Employees/ Experts:

- Total Employees/ Experts:
- For Forest Diversion Proposal (FDP) preparation activities:

Experts	In-house	Empanelled	Total
Project coordinator (PC)			
Technical area experts (TAE)			
Team Members (TM)			
Total			

a) Project Coordinator available with the Organization (Approved/ Applied)

S. No	Name	In-house (GEO)	Approved/ Applied	CV Attached
				Y / N
				Y / N

b) Technical Area Expert/(s)available with organization: Please use abbreviations mentioned above (Abbreviation for Technical/ Functional Areas) or Refer section 5.1.2 Technical Area Experts (TAEs) of Scheme:

S. No	Name	In-house (GEO)	Area of Expertise	Approved/ Applied	CV Attached
					Y / N
					Y / N

c) Technical Area Expert/(s)available with organization: Please use abbreviations mentioned above (Abbreviation for Technical/ Functional Areas) or Refer section 5.1.2 Technical Area Experts (TAEs) of Scheme:

S. No	Name	In-house / Empanelled	Area of Expertise	Approved/ Applied	CV Attached
					Y / N
					Y / N

d) Team members available with organization:

(to make sure that the TM proposed meets the qualification requirements)

S. No	Name	In-house / Empanelled	Qualification/ Experience	Approved/ Applied	CV Attached
Project Coordinator					
					Y / N
With Technical Area Expert(s)					
					Y / N

e) **New Candidates proposed:**

Sl. No.	Name	In-house/ Emp.	Area of Expertise/ Qualification	CV Attached
Project Coordinator (PC)				
				Y/N
				Y/N
Technical Area Expert(s)				
				Y/N
				Y/N
Team Member				
				Y/N
				Y/N

Documentary evidence for the stated experience, exposure and training of the proposed Forest Clearance report preparing Coordinators and Technical Area Experts to be provided to NABET Assessors during assessment

13. **Furnish details of Instruments/prediction model/software available:**

S. No	Name of Instruments/prediction model/software	Upload Relevant Document/ License

14. **Organization's experience in Forest Diversion Proposal (FDP) preparation:**

S. No	Name of Report	Client Name	Report Type	Period	Completion Certificate from Client	Upload Report

15. Out of the number of Forest Clearance Proposals Submitted in last 3 years–

a. Numbers of Forest Clearance Proposals prepared

15.1 Enclose a copy of one Forest Diversion Proposal (soft copy) and list of reports/ plans prepared by the organization in the preceding year from the date of Initial Accreditation.

15.2 Enclose a copy of Quality Management System manual meeting the requirements of **Appendix C** of the Scheme. Also confirm if NCs / Obs. issued during SA on QMS have been addressed including closure action on each of these. (**Refer Appendix C of Scheme**)

16. Declaration:

We have carefully read all NABET guidelines of Accreditation Scheme for Forest Clearance Consultants Organization. The conformity of eligibility of the experts proposed, employment status of proposed experts to the requirements of the Scheme, has been verified by us at our end. We agree to code of conduct terms in clause no. 11.0.

We confirm that the information provided in the application in support of the application is correct to the best of our knowledge and belief.

We authorize NABET to make any enquiry as deemed fit as part of the reviewing process. We understand that in case any information is found to be incorrect, it may result in rejection of this application and/or disqualification. We authorize NABET to utilize the information provided in this application for legal, research, training, sharing with concerned ministry and/or for any other purpose as may be deemed fit by NABET.

If accredited, we commit to notify NABET immediately of any changes in the status where information regarding such changes, if declared may affect the consideration for accreditation of the organization.

Name

Designation

Organization

Date

Signature

Checklist of Enclosures – Re-accreditation

Ensure that the following documents are enclosed/uploaded with the application: -

Sl. No.	Documents to be enclosed	Yes/ No/ Give Ref
	QMS Manual meeting the requirements of Appendix C of the Scheme	
	Annexure 5 and Annexure 12 : Resume, Experience Details and Declaration	
	Annexure 5, Annexure 9 – Resume and work details for approved Project Coordinator (PC), if s/he has carried out work after SA	
	Annexure 5, Annexure 10 – Resume and work details for approved TAE, if s/he has carried out work after SA	
	Annexure 6 - List of Forest Clearance Proposals prepared/completed during the period between SA to RA giving requisite details	

Application Form for NABET Supplementary Assessment

(Kindly attach separate sheets if necessary, for more information)

1. Name and Address of the Consultant organization

a. Head Office

b. Branch Office

Affix Passport Size
photograph of the
contact person

2. Name of the Head of the Organization

3. Contact person details

Name: _____

Address: _____

Tel No. _____ Mobile _____

Email _____

*Application must be submitted along with the applicable fee (see **Appendix D** of the Scheme).

- Amount paid
- Mode of payment and number (NEFT/ RTGS / IMPS)
- Date of payment

NEFT/ RTGS / IMPS to be done in favour of 'Quality Council of India New Delhi.

4. Candidates proposed as:

A. Project coordinator –

(Enclose **Annexure 2**)

Sl. No.	Name of the candidate	IH/ Emp	Reason for applying (Ref point 4 above)	Areas applied	Areas already approved

B. Technical Area Expert –(Enclose *Annexure 2*)

Sl. No.	Name of the candidate	IH/ Emp	Reason for applying (Ref point 4 above)	TAs applied	TAs already approved

Note:

- Candidates who were not approved in last assessment and now re-proposed, must give a separate note on additional experience/ training/ knowledge acquired since last assessment supported by relevant documents.
- The candidates who have been re-proposed need to submit**
 - PC - *Annexure 9*
 - TAE - *Annexure 10*.

5. Declaration

I have carefully read all NABET guidelines of Accreditation Scheme for Forest Clearance Consultant Organizations. The eligibility criterion including academic as well as professional qualifications and experience claimed by all the candidates whose resume are enclosed with the application form are verified and endorsed by me. I hereby confirm that the true copy of Marks Sheets/Certificates for essential educational qualification candidates proposed, if asked for by NABET, would be duly verified by me before submission. I confirm that the information provided in the application form is correct to the best of my knowledge and belief.

I authorize NABET to make any enquiry as deemed fit as part of the reviewing process. I understand that in case any information is found to be incorrect; it may result in rejection of this application and/or disqualification.

NABET will treat the documents submitted by AO in confidence. However, the same may be used by NABET for research purpose, legal requirement and for submission to concerned ministry. Such information will not be shared with any other organizations without written permission of the AO.

If accredited, the organization commits to abide by the conditions of accreditation and notify NABET immediately for any changes in the status which have bearings on accreditation of the organization.

Name

Designation

Organization

Date

Signature

(Resume Format)

(For Project Coordinator/ Technical Area Experts)

1) Mr./Ms./Dr.

(First name) (Middle name) (Last name)

2) Date of birth _____

3) PAN _____

4) Role in the organization (please tick):

In-house expert (IH)

Empanelled expert (Emp.)

Project Coordinator

Technical Area Expert (TAE)

Area(s) Applied _____

5) Contact details _____

_____ Pin Code _____

6) Tel. No. _____

7) Fax No. _____

8) Email address _____

9) Office address _____

_____ Pin Code _____

Affix latest
passport size
photograph of
the applicant

10) Academic Qualification (Graduation and above):

Period (Year)	Name of the University	Degree	Subjects	Grade / % Marks

11) Registered/recognized training courses attended:

Sl. No.	Title of the course	Conducted/organized by (name and address)	Dates		Result
			From	To	

12) Membership of Professional Bodies: -

Sl. No.	Professional body (name and address)	Membership	Period of validity

13) Experience (write in chronological order with most recent experience listed first):

A. General (in brief):

Period (From – to)	Organization with address	Designation	Type of Experience (A/B/C/D)	Specific details of experience for type A/B/C/D (not more than 25 words for each) as applicable
			Forest Clearance Proposal	A
			Industrial Exp.	B
			Teaching / Ph.D.	C
			Other	D

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14) Declaration by the applicant

I hereby declare that the above information relating to my education and experience is correct. I do understand that any incorrect information will result in disqualification of my candidature and accreditation of the organization with NABET.

Signature _____ Date (DD/MM/YYYY) _____

15) Declaration by the employer

The above information in relation to Dr./Mr./Ms.....has been verified and found to be correct. I understand that in case the information is found to be incorrect it may result in disqualification of the organisation under the Scheme.

Name
 Designation
 Organization
 Date
 Signature

List of Forest Clearance Proposals On-going/Completed(Since Last Assessment)

Name of Agency/ Consultant Organization:

Sl.No.	Name of project with location	Name of the client	Name of Project coordinator (PC)	Status of Forest Clearance Proposals: i. On going ii. Draft Proposal Ready iii. Final Report submitted to Client iv. Approval by Ministry	Cost: Project Cost: Cost of FCA:
i	ii	iii	iv	v	Vi
1					
2					

Declaration by Experts contributing to the FC Proposal

I, hereby, certify that I was a part of the team in the following capacity that developed the above Forest Clearance Proposal

Project coordinator:

Name:.....

Signature and Date:

Period of involvement:.....

Contact information:.....

Functional area experts:

S. No.	Area	Name of the expert/s	Involvement (period and task**)	Signature and date
1				
2				
3				
4				

*One TM against each TAE may be shown

**Please attach additional sheet if required

Declaration by the Head of the accredited consultant organization/ authorized person

I,....., hereby, confirm that the above-mentioned experts prepared the Forest Diversion Proposal I also confirm that Project coordinator has gone through the report, and the consultant organization shall be fully accountable for any misleading information. It is certified that no unethical practices, plagiarism involved in carrying out the work and external data / text has not been used without proper acknowledgement while preparing this Forest Diversion Proposal.

Signature:

Name:

Designation:

Name of the consultant organization:

NABET Certificate No. & Issue Date:.....

Project Coordinator – Experience since last approval

1) Name:

2) Area approved (mention exact description as in NABET certificate/ letter):

Sl. No.	Name of Area	Vide NABET MoM dated
1		
2		
3		
4		
5		

3) Work carried out since last assessment

Forest Diversion Proposal involved in			
Sl. No.	Area	Name of project, client, capacity	Site visits No. and duration (days) (Field log book to be maintained and presented during assessment)
i	ii	iii	iv
Work carried out for the present ACO			
1			

Technical Area Expert – Experience since last approval

1) Name:

2) Area/s approved (mention exact description as in NABET certificate/ letter):

Sl. No.	Name of Area	Vide NABET MoM dated
1		
2		
3		
4		
5		

3) Work carried out since last assessment

Forest Diversion Proposal Preparation involved in			
Sl. No.	Area	Name of project, client, capacity	Site visits No. and duration (days) (Field log book to be maintained and presented during assessment)
i	ii	iii	iv
Work carried out for the present ACO			
1			

Self-Assessment Checklists

To judge the readiness of an organization for applying and subsequent assessment by NABET assessors including interactions with candidates proposed, a Self- assessment checklist has been developed for IA, SA and RA for use by the applicant organisation -

1) Initial Accreditation –

a. Application process –

- i. Have information pertaining to the organization's profile been included in Application Form?
- ii. Is the **Annexure 5** for all candidates proposed been properly filled?
- iii. Has the application form and all CVs submitted are duly signed?
- iv. Does the organization have minimum 2 eligible in-house/empanelled experts (1 PC and 1 TAE) as per the requirements of the Scheme?
- v. Do all proposed candidates for PC fulfil the criteria of NABET Scheme?
- vi. Do all proposed candidates for TAE fulfil the criteria of NABET Scheme?
- vii. Do the candidates proposed as PC have the requisite experience?
- viii. Do the candidates proposed as TAE have the experience in the Technical area/s?
- ix. Has any candidate been proposed for more than one technical area?
- x. Does the organization have the valid certificate of accreditation/Notification for the lab?
- xi. Does the organization have valid MoU signed with the external lab?
- xii. Does the QMS address the procedures given in **Appendix C** of the Scheme?

b. Assessment process

- i. Is the Organization ready for office assessment by NABET – have all candidates read the NABET scheme specially the assessment criteria including the aspects on which the PC and TAEs will be assessed, field investigation requirements and expected functions of PCs and TAEs?
- ii. Are the candidates aware of the QMS developed by the organization? Is the implementation of QMS documented?
- iii. Does the organisation have arrangements for improving the knowledge/skills of its personnel through trainings/exposures?
- iv. Does the organization have all necessary documentary evidence to be shown to NABET assessors during assessment?

Self-Assessment Result

If all questions answered/followed	Apply right now	Ready for applying and assessment
If 50% of questions answered/followed	Apply after addressing the unanswered ones.	Partially ready.
If less than 50% questions are answered/followed	Need To focus on the accreditation guidelines	Not ready for applying and assessment

2) Surveillance Assessment –

The Questions of the IA process as mentioned above are valid, as appropriate. In addition, the following Questions may be answered –

a. Application process –

- i. Have all NC's and observations raised during IA been properly closed? Are sufficient documentary evidences available for the same?
- ii. Does the Organization have complete details for PCs and TAEs as per Annexure 9 and 10 for inclusion in the SA application?
- iii. Have all conditions of accreditation as mentioned in NABET's letter, been complied with?
- iv. Has NABET been informed on time of any approved expert leaving the organization and arranged replacement?
- v. Has a clear list been prepared of experts approved in IA and subsequently and those proposed with the SA application?
- vi. Has the organization used any unapproved person or approved experts after initial accreditation?
- vii. Has the signed declaration of experts involved and countersigned by the CEO in the prescribed format been included in the reports?

b. Accreditation process -

- i. Have experts visited site and does the organisation have proper log books for the site visits?
- ii. Has the organisation filled complete details of all laboratories utilized after IA?
- iii. Does the organization have quality assurance procedure for primary and secondary data collection and implemented the same?
- iv. Has the organization-maintained copy of an internal QMS audit report and the last Management Review of the QMS?

- v. Does the organization have programs for capacity building for PCs/TAEs in terms of (a) training programmes attended, (ii) upgrading the educational qualification, (iii) others
- vi. Does the organization have record of NABET AC MoM of all approved candidates?

Self-Assessment Result

If all questions answered/followed	Apply right now	Ready for applying and assessment
If 50% of questions answered/followed	Apply after addressing the unanswered ones.	Partially ready.
If less than 50% questions are answered/followed	Need To focus on the accreditation guidelines	Not ready for applying and assessment

3) Reaccreditation -

The Questions of the IA process as mentioned above will be valid, as appropriate. In addition, the following questions may be answered –

- i. Have all NCs and observations of SA have been closed?
- ii. Does the organization have all information asked for about laboratories used after SA?
- iii. Does the organization have required information on how the experts are keeping their knowledge updated?
- iv. Does the organization have requisite details of the earlier assessments of experts?
- v. Has the organization made all payments due to NABET?
- vi. Has the organization taken steps towards capacity building for PCs/TAEs through trainings, improved facilities etc
- vii. Has the organization implemented QMS and made improvements in the same?
- viii. Did the organization use only approved experts of right category for Forest Diversion Proposal?
- ix. Did the organization check its overall performance from IA to till now?

If all questions answered/followed	Apply right now	Ready for applying and assessment
If 50% of questions answered/followed	Apply after addressing the unanswered ones.	Partially ready.
If less than 50% questions are answered/followed	Need To focus on the accreditation guidelines	Not ready for applying and assessment

**Declaration for Empanelled Experts of
their association with the applicant organization and others**

(To be signed within 60 days preceding the date of application for accreditation)

This is to confirm that I _____ am currently involved with the following Forest Clearance projects:

1) With the Applicant Organization -

a. As a Project Coordinator.

Sl. No.	Name of the project	Period	Technical areas as per Scheme

b. As a Technical area expert

Sl. No.	Name of the project	Period	Technical areas as per Scheme

2) With another organization/s –

a. As a Project Coordinator (PC)

Sl. No.	Name of the organization	Name of the project	Period	Technical areas as per Scheme

b. As a Technical area expert

Sl. No.	Name of the organization	Name of the project	Period	Technical areas as per Scheme

3) Involvement as an expert in NABET Scheme for Accreditation of Forest Clearance Consultants

Organization (for projects in hand)

Sl. No.	Name of the organization	Technical areas as per Scheme	If interviewed by NABET (Date)	Duration of association with the organization(period)

I hereby confirm that I am involved only with..... (Mention the number) consultants.

Name _____

Signature _____

Date _____

Present Status (Please tick the appropriate one)

a. Freelancer: Yes/No

b. Working: In-house employee

(If yes, name of organization)

Address for Correspondence:

.....

Declaration by the applicant organization

I hereby confirm that I have applied complete due diligence on my part in ascertaining the appropriateness of the information furnished above by the expert.....S/he has been empanelled with /employed in our organization from(month) (year).

Name

Designation

Organization

Date

Signature

Declaration of Accepting NABET's Code of Conduct

C.E.O. / Head of Consultant Organisation

This is to confirm that I, working as CEO/ Head ofagree with the Code of Conduct, conditions of accreditation of NABET and give an undertaking that I would abide bythe stated conditions for all activities pertaining to Consultancy Services/ Activities.

I also understand that awarding/ continuation of accreditation of my organization is subject to continual compliance to conditions of accreditation.

Name

Designation

Organization

Date

Signature

Application Form for information on Team Member

(Kindly attach separate sheets if necessary, for more information)

1. Name and Address of the Consultant organization/ Forest Clearance Consultants Organization

a. Head Office

b. Branch Office



2. Name of the Head of the Organization

3. Contact person details

Name: _____

Address: _____

Tel No. _____ Mobile _____

Email _____

4. Team Members proposed

Sl	Name	Qualification [#]	Technical Area	Name of the project associated with	Approved Sr. Expert	Specific nature of work to be assigned
With Project Coordinator						
With Technical Area Expert						

[#] Qualification – Bachelor degree in technical subjects and Master’s degree in Science, Humanities and other subjects, year of passing and name of university

Declaration by the employer

We have carefully read the provisions in respect of 'Team Members' in the NABET's Accreditation Scheme for Forest Clearance Consultants Organization and commit to abide by the same. The conformity of eligibility of the candidates proposed as Team Member in respect of qualification and other aspects has been verified by us at our end. We confirm that the information provided in the application is correct to the best of our knowledge and belief.

We understand that in case the information provided is found wrong/mis-leading, it may result in cancellation of accreditation granted to the organization.

Signature

Name (authorized signatory)

Designation

Organization

Date

For Further Details Contact:

National Accreditation Board for Education and Training (NABET)

Quality Council of India, Institution of Engineering Building,

2nd Floor, Bahadur Shah Zafar Marg, New Delhi – 110002, India

Tel: +91-11-2337 9321, 2337 9821, 2337 0567 Fax. No: 2337 9621

**Email: akjha.nabet@qcin.org; jagminder.nabet@qcin.org
akshit.kwatra@qcin.org; prachi.gupta@qcin.org**